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# Illinois Voters' Handbook

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ILLINOIS VOTERS'  
HANDBOOK

*By*  
MRS. L. BELLE GOODMAN

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Published by  
THE CHAMPAIGN COUNTY LEAGUE  
OF WOMEN VOTERS

1924

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## PREFACE

This little handbook is intended to meet the need of those busy women of Illinois who, in exercising their new privileges as voters, may find that they are not familiar with some of the essential facts concerning our State and National Government.

Since a work of this character must necessarily be greatly condensed and limited in its scope, I have prepared an outline, including references, for the use of readers who may desire a more thorough knowledge of the subject. This outline will be found in the back of the book.

In collecting my material I have consulted such works as: Greene, *The Government of Illinois*, The Macmillan Company, New York; James and Sanford, *Government in State and Nation*, Charles Scribner's Sons, New York; Garner, *Government in the United States*, Illinois edition, American Book Company, Chicago; Trowbridge, *Illinois and the Nation*, A. Flanagan Company, Chicago; and Bryce, *American Commonwealth*, abridged edition. I wish also to express my obligation to a number of friends who have patiently answered perplexing questions.

For helpful suggestions and for the reading of my manuscript, I am especially indebted to Dr. James W. Garner, Professor of Political Science in the University of Illinois, and to Miss Minnie Morris, Assistant Principal of the Champaign (Ill.) High School.

L. BELLE GOODMAN.

Champaign, Illinois.  
December 1913.

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## PREFACE TO REVISED EDITION

This edition has been carefully revised throughout and brought up to date. It also contains new material and added information. The outline found in the back of the book of the previous edition has been superseded by a list of questions, which it is believed will be more useful to busy women.

Again I wish to express my appreciation to Dr. Garner, who has given me additional help. Also I have received much valuable assistance, in the way of suggestions and reading of manuscript from Dr. R. M. Story, Associate Professor of Political Science in the University of Illinois, and from Mr. Fred Hess, Clerk of Champaign County. The entire manuscript and proof were read painstakingly by Mrs. Kenneth McKenzie, President of the Champaign County League of Women Voters; and it was due largely to her inspiration and encouragement that this revision was undertaken.

L. B. G.

April 1923.



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# ELECTION CALENDAR<sup>1</sup>

## General Elections

The principal general elections in Illinois occur on the following dates:

### TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER

For Presidential Electors, Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, Attorney General, State Senators in even numbered districts, clerk of Superior Court of Cook County, clerks of the Circuit Courts, recorders, State's attorneys, county surveyors, county coroners and county auditors every fourth year, counting from 1920.

For State Treasurer, Representatives in Congress, Representatives in the General Assembly and three Trustees of the University of Illinois (trustees for term of six years) every second year, counting from 1920.

For United States Senator every six years, counting from 1920 and 1924 respectively.

For clerk of the Supreme Court and clerks of the Appellate Courts, every sixth year, counting from 1920.

For Superintendent of Public Instruction, State Senators in odd numbered districts, clerk of the Criminal Court of Cook County, county and probate clerks, county and probate judges, county treasurers, county superintendent of schools and sheriffs, every fourth year, counting from 1922.

For judges of the Superior Court of Cook County, twenty judges every sixth year, counting from 1923. (There are twenty-eight judges of the Superior Court; the other eight are elected—one judge, last Tuesday in February, every sixth year, counting from 1919; one judge, first Monday in June every sixth year, counting from 1921, and six judges first Monday in June every sixth year, counting from 1922.

For Chief Justice, clerk and bailiff of the Municipal Court of Chicago, every sixth year, counting from 1918; for twelve associate judges of said court for term of six years, every second year counting from 1922<sup>2</sup>.

<sup>1</sup>Sources. Smith's Revised Statutes, ch. 24, § 60; ch. 37, § 117, 118, 120,

<sup>2</sup>Assistant to Chief Justice.

For county commissioners in counties not under township organization, one each year for term of three years. For fifteen commissioners of Cook County, every four years, counting from 1922.

### LAST TUESDAY IN FEBRUARY

For one judge of the Superior Court of Cook County, every sixth year, counting from 1925.

### FIRST TUESDAY IN APRIL

For one judge of the Superior Court of Cook County, every sixth year, counting from 1919.

For mayor and commissioners and police magistrate in cities organized under the commission plan, which include wholly within their corporate limits a town or towns, quadrennially, counting from 1923.

For township officers, city officers in cities containing within their corporate limits one or more towns, and officers in villages whose boundaries coincide with the boundaries of a township, annually. (This does not signify that all of the officers are elected annually, but that there is an annual election, and a part of the officers are elected each year.)

For officers of cities in counties under township organization (not under commission) that have adopted the Act of 1885\*, annually.

For township school trustees in school townships whose boundaries coincide with the boundaries of organized townships.

### THIRD TUESDAY IN APRIL

For mayor and commissioner and police magistrate in cities organized under the commission plan (except such as include wholly within their corporate limits a town or towns), quadrennially, counting from 1911.

For officers in cities organized under the general law (except such as contain within their corporate limits one or more townships), annually.

For officers of villages organized under the general law (except where the territorial limits coincide with the territorial limits of a township), annually.

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\*An Act regulating the holding of elections and declaring the result thereof in cities, villages and incorporated towns. Upon petition of one thousand or one-eighth of the legal voters of a city voting at last preceding election, an election may be called for the purpose of adopting this act. If adopted all elections are under the supervision of the board of election commissioners appointed by the county court.



## **SECOND SATURDAY IN APRIL**

For township school trustees in school townships whose boundaries do not coincide with the boundaries of organized townships.

For school directors in districts which have less than one thousand inhabitants, members of boards of education in community consolidated schools, township high schools, non-high school districts, and in districts having a population of not less than one thousand nor more than one hundred thousand.

## **THIRD SATURDAY IN APRIL**

For members of the board of education in community high school districts.

## **FIRST MONDAY IN JUNE**

For judges of the Circuit Courts, every sixth year, counting from 1921.

For judges of the Supreme Court, Fifth District, every ninth year, counting from 1918; Fourth District, every ninth year, counting from 1921; and First, Second, Third, Sixth and Seventh Districts, every ninth year, counting from 1924.

For judges of the Superior Court of Cook County, one every sixth year, counting from 1921, and six every sixth year, counting from 1922.

---

# **Primary Elections**

## **LAST TUESDAY IN FEBRUARY**

To nominate candidates to be voted for the first Tuesday in April.

## **SECOND TUESDAY IN MARCH**

To nominate candidates to be voted for the third Tuesday in April.

## **SECOND TUESDAY IN APRIL**

To elect delegates and alternate delegates to the national nominating conventions of the various political parties, and to vote for choice of candidate for President of the United States, every year in which the President of the United States is to be elected.

To nominate candidates to be voted for at the election on the first Tuesday after the first Monday in November, and to elect State, Senatorial, ward and precinct committeemen, every even numbered year.

## GENERAL PROVISIONS

A primary for the nomination for all other officers, nominations for which are required to be made under the provisions of the primary law, shall be held three weeks preceding the date of the general election for such offices respectively.

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### Dates for Filing Petitions

#### For Candidates to be Nominated at a Primary.

##### **BETWEEN 40 AND 60 DAYS PRIOR TO DATE OF PRIMARY**

Petition for a State, Congressional or Judicial office must be filed with the Secretary of State. Petition for a State office must be signed by not less than one thousand nor more than two thousand party electors, and for other divisions of the state by at least one-half of one per cent of the party electors of their respective divisions.

Petition for a county office shall be filed in the office of the county clerk or election commissioners; and such petition must be signed by at least one-half of one per cent of the party electors.

Any candidate for President of the United States may have his name printed on the primary ballot by filing with the Secretary of State a petition signed by not less than three thousand nor more than five thousand party electors.

##### **BETWEEN 20 AND 30 DAYS PRIOR TO DATE OF PRIMARY**

Petition for a city or village office shall be filed in the office of the clerk of the city or village or with the election commissioners. Petitions must be signed by at least one-half of one per cent of the party electors of their respective divisions.

##### **BETWEEN 15 AND 30 DAYS PRIOR TO DATE OF PRIMARY**

Petition for a city or village office in a city or village organized under the commission plan must be signed by twenty-five qualified voters and filed with the clerk of the city or village.

---

### Independent Candidates

#### **30 DAYS PREVIOUS TO THE DATE OF ELECTION**

A petition for the nomination of a candidate for a State office, or for an office of any division of the State greater than a county, shall be filed with the Secretary of State. Petition for State office must be signed by at least one thousand quali-

fied voters in the State, and for smaller divisions by at least two per cent of qualified voters of the respective divisions.

Petition for a county office must be signed by at least two per cent of the qualified voters of the county and filed with the county clerk.

#### **15 DAYS PREVIOUS TO THE DATE OF ELECTION**

Petition for the nomination of a candidate for a city, village or town office shall be filed with the clerk of the city, village or town. In cities, villages or towns that have a population of five thousand, the petition must be signed by at least two per cent of the qualified voters of such city, village or town. Where the population is less than five thousand, the petition must be signed by five per cent of the qualified voters.

#### **25 DAYS PREVIOUS TO THE DATE OF ELECTION**

Petition for the nomination of a candidate for office in a city of more than five hundred thousand inhabitants must be filed with the city clerk twenty-five days before the date of election and must be signed by two per cent of the qualified voters.

### **Candidates for School Offices**

#### **10 DAYS PRIOR TO THE DATE OF ELECTION**

Petition for the nomination of a candidate for the office of school trustee in a township whose boundaries do not coincide with the boundaries of an organized township and that has a population of twenty thousand or over, must be signed by at least twenty-five legal voters of the school township and shall be filed with the township treasurer.

Petition for the nomination of a candidate for the office of president or member of the board of education in districts that have a population of not less than one thousand nor more than one hundred thousand, shall be filed with the secretary of the board, and must be signed by at least fifty legal voters or by ten per cent of the legal voters in the district. The same rule applies to members of the board of education in township and community high school districts.

#### **15 DAYS PREVIOUS TO THE DATE OF THE ELECTION**

Petition for the nomination of a candidate for the office of member of the board of education in a non-high school district must be signed by at least fifty qualified voters of the district and shall be filed in the office of the county superintendent of schools.

## ELECTORAL DISTRICTS

TABLE OF COUNTIES SHOWING TO WHAT ELECTORAL DISTRICT  
EACH BELONGS.

(The sixteen counties marked \* are not under township organization.  
The other eighty-six have adopted township organization.)

County	County Seat.	Class	Sena- torial District.	Congres- sional District.	Judi- cial Circuit	Judicial Districts.	
						Appellate	Supreme
Adams .....	Quincy .....	2	36	15	8	3	4
*Alexander ..	Cairo .....	1	50	25	1	4	1
Bond .....	Greenville .....	1	47	22	3	4	2
Boone .....	Belvidere .....	1	8	12	17	2	6
Brown .....	Mt. Sterling .....	1	30	20	8	3	4
Bureau ....	Princeton .....	2	37	16	13	2	5
*Calhoun ....	Hardin .....	1	36	20	8	3	2
Carroll .....	Mt. Carroll .....	1	12	13	15	2	6
*Cass .....	Virginia .....	1	30	20	8	3	4
Champaign ..	Urbana .....	2	24	19	6	3	3
Christian ....	Taylorville ....	2	40	21	4	3	2
Clark .....	Marshall .....	1	34	18	5	3	2
Clay .....	Louisville .....	1	42	24	4	4	2
Clinton .....	Carlyle .....	1	42	23	4	4	1
Coles .....	Charleston .....	2	34	19	5	3	3
Cook .....	Chicago .....	3	1 2 3 4 5 6 7 9 11 13 15 17 19 21 23 25 27 29 31	1 2 3 4 5 6 7 8 9 and 10	Not Num- bered	1	7
Crawford ....	Robinson .....	1	48	23	2	4	2
Cumberland..	Toledo .....	1	40	18	5	3	2
DeKalb .....	Sycamore .....	2	35	12	16	2	6
DeWitt .....	Clinton .....	1	28	19	6	3	3
Douglas .....	Tuscola .....	1	34	19	6	3	3
DuPage .....	Wheaton .....	2	41	11	16	2	7
Edgar .....	Paris .....	2	22	18	5	3	3
*Edwards ....	Albion .....	1	48	24	2	4	1
Effingham ....	Effingham ....	1	42	23	4	4	2
Fayette .....	Vandalia .....	2	40	23	4	4	2
Ford .....	Paxton .....	1	26	17	11	3	3
Franklin .....	Benton .....	1	50	25	2	4	1
Fulton .....	Lewistown ....	2	43	15	9	3	4
Gallatin .....	Shawneetown ..	1	48	24	2	4	1



# Electoral Districts—Continued.

County	County Seat	Class	Sena- torial District	Congres- sional District	Judi- cial Circuit	Judicial Districts.	
						Appellate	Supreme
Greene .....	Carrollton .....	1	38	20	7	3	2
Grundy .....	Morris .....	1	20	12	13	2	5
Hamilton .....	McLeansboro .....	1	51	24	2	4	1
Hancock .....	Carthage .....	2	32	14	9	3	4
*Hardin .....	Elizabeth'tn .....	1	48	24	2	4	1
Henderson .....	Oquawka .....	1	33	14	9	2	4
Henry .....	Cambridge .....	2	37	15	14	2	5
Iroquois .....	Watseka .....	2	20	18	12	2	3
Jackson .....	Murphysboro .....	2	44	25	1	4	1
Jasper .....	Newton .....	1	46	23	4	4	2
Jefferson .....	Mt. Vernon .....	2	46	23	2	4	1
Jersey .....	Jerseyville .....	1	38	20	7	3	2
JoDavies .....	Galena .....	2	12	13	15	2	6
*Johnson .....	Vienna .....	1	51	24	1	4	1
Kane .....	Geneva .....	2	14	11	16	2	6
Kankakee ....	Kankakee .....	2	20	18	12	2	7
Kendall .....	Yorkville .....	1	14	12	16	2	6
Knox .....	Galesburg .....	2	43	15	9	2	5
Lake .....	Waukegan .....	2	8	10	17	2	7
LaSalle .....	Ottawa .....	2	39	12	13	2	5
Lawrence ....	Lawrenceville .....	1	48	23	2	4	2
Lee .....	Dixon .....	2	35	13	15	2	6
Livingston ..	Pontiac .....	2	16	17	11	2	3
Logan .....	Lincoln .....	2	28	17	11	3	3
Macon .....	Decatur .....	2	28	19	6	3	3
Macoupin ....	Carlinville .....	2	38	21	7	3	2
Madison .....	Edwardsville .....	2	47	22	3	4	2
Marion .....	Salem .....	2	42	23	4	4	2
Marshall .....	Lacon .....	1	16	16	10	2	5
Mason .....	Havana .....	1	30	20	8	3	4
*Massac .....	Metropolis .....	1	51	24	1	4	1
McDonough..	Macomb .....	2	32	14	9	3	4
McHenry ....	Woodstock .....	2	8	11	17	2	6
McLean .....	Bloomington .....	2	26	17	11	3	3
*Menard .....	Petersburg .....	1	30	20	8	3	4
Mercer .....	Aledo .....	1	33	14	14	2	4
*Monroe .....	Waterloo .....	1	44	22	3	4	1
Montgomery ..	Hillsboro .....	2	38	21	4	3	2
*Morgan .....	Jacksonville .....	2	45	20	7	3	4
Moultrie .....	Sullivan .....	1	24	19	6	3	3
Ogle .....	Oregon .....	2	10	13	15	2	6
Peoria .....	Peoria .....	2	18	16	10	2	5
Peru .....	Pinckneyville .....	1	44	25	3	4	1
Piatt .....	Monticello .....	1	24	19	6	3	3
Pike .....	Pittsfield .....	2	36	20	8	3	2

## Electoral Districts—Concluded

County	County Seat.	Class	Senatorial District	Congressional District	Judicial Circuit	Judicial Districts.	
						Appellate	Supreme
*Pope .....	Golconda .....	1	51	24	1	4	1
*Pulaski .....	Mound City ..	1	50	25	1	4	1
Putnam .....	Hennepin .....	1	16	16	10	2	5
*Randolph ..	Chester .....	2	44	25	3	4	1
Richland .....	Olney .....	1	46	23	2	4	2
Rock Island..	Rock Island ..	2	33	14	14	2	4
Saline .....	Harrisburg ....	1	51	24	1	4	1
Sangamon ..	Springfield ....	2	45	21	7	3	3
Schuyler .....	Rushville .....	1	30	15	8	3	4
*Scott .....	Winchester .....	1	36	20	7	3	2
Shelby .....	Shelbyville ....	2	40	19	4	3	2
Stark .....	Toulon .....	1	37	16	10	2	5
St. Clair .....	Belleville .....	2	49	22	3	4	1
Stephenson ..	Freeport .....	2	12	13	15	2	6
Tazewell .....	Pekin .....	2	30	16	10	3	3
*Union .....	Jonesboro .....	1	50	25	1	4	1
Vermilion ....	Danville .....	2	22	18	5	3	3
*Wabash ....	Mt. Carmel .....	1	48	23	2	4	1
Warren .....	Monmouth .....	1	32	14	9	2	4
Washington..	Nashville .....	1	44	22	3	4	1
Wayne .....	Fairfield .....	1	46	24	2	4	1
White .....	Carmi .....	2	48	24	2	4	1
Whiteside ....	Morrison .....	2	35	13	14	2	6
Will .....	Joliet .....	2	41	11	12	2	7
Williamson ..	Marion .....	2	50	25	1	4	1
Winnebago ..	Rockford .....	2	10	12	17	2	6
Woodford ....	Eureka .....	1	16	17	11	2	5

The State of Illinois is divided into 102 counties, 25 congressional districts, 51 senatorial districts, 17 judicial circuits exclusive of the circuit of Cook county, 4 appellate court districts and 7 supreme court districts.

Of the 102 counties 86 have adopted township organization. The counties of the State are divided into first, second and third class according to population as ascertained by the federal census of the year 1900. There are 52 first class counties, 49 second class and 1 (Cook) third class. (See page 68, Salaries.)

## CHAPTER I.

### COMMITTEES AND CONVENTIONS<sup>1</sup>

The committees and conventions of the different political parties are governed alike by the primary law. Each party has the same kind of committees and holds its conventions on the same dates, but this does not prevent a political party from electing or appointing, in accordance with its practice, other committees.

A political party as defined and governed by the primary law is a party in the State, congressional district, senatorial district, county, city or village, or other political subdivisions of the State that polled more than two per cent of the entire vote cast in their respective elections next preceding the primary elections.<sup>2</sup>

The policies of each party are largely determined by its various committeemen. The precinct and ward committeemen are especially important factors in the management of party affairs. They constitute the members of the county central committee and of the county convention which selects the delegates to the congressional, State and judicial conventions.

A precinct committeeman has one vote and one additional vote for each fifty votes or major fraction thereof of his party cast in his precinct for Governor at the last general election, and each ward committeeman has one vote for each precinct in his

<sup>1</sup>Smith's Revised Statutes ch. 46, § 363-461.

<sup>2</sup>The following is also a good definition of a political party: "A political party is an association of voters believing in certain principles of government, formed to urge the adoption and execution of such principles in governmental affairs through officers of like beliefs." (Ray, *An Introduction to Political Parties and Practical Politics*, p. 9.)

ward and one additional vote for each fifty votes or major fraction thereof of his party cast in each precinct of his ward for Governor at the last general election.

The State, senatorial, ward and precinct committeemen are elected at the April primary, held the second Tuesday in April every even numbered year. A precinct committeeman is elected in each precinct<sup>3</sup> in the State except in cities having a population of two hundred thousand or more (Chicago); In such cities (Chicago) a ward committeeman is elected from each ward. The ward committeemen appoint the precinct committeemen.

## Committees

**The State Central Committee** shall be composed of one member from each congressional district. This committee issues the call for the State convention and designates the number of delegates to which each county is entitled. It is also the duty of the State Committee to conduct the campaign, raise money for literature and speakers, and endeavor in every way possible to poll the full party strength at the election.

**The Congressional Committee** shall be composed of the chairman of the county central committees of the counties composing the congressional district, except where the congressional district is wholly within the limits of one county or where it is composed of one entire county and a part of another county, then the committee is composed of all the committeemen residing within the congressional district. Where the district is wholly within a city having a population of two hundred thousand or over (Chicago), or partly within the limits of such city, the committee is composed of the ward com-

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<sup>3</sup>There are 5,756 precincts in the State; 2,067 of which are in the city of Chicago. Chicago Herald and Examiner, April 6, 1924.



mitteemen in that part of the district inside the limits of such city and of the precinct committeemen in that part of the district outside the limits of such city. The congressional committee issues the call for the congressional convention and designates the number of delegates to which each county is entitled.

**The Senatorial Committee** shall be composed of three members in districts composed of not more than three counties. In districts of three counties or more one member is elected from each county. At least thirty-three days before the date of the April primary the senatorial committee shall meet and decide the number of candidates to be nominated by the party for Representatives in the General Assembly.

**The County Central Committee** shall be composed of the precinct committeemen and the ward committeemen of the county. In cities having a population of two hundred thousand or over (Chicago), only ward committeemen may be members of the county central committee. In all the counties except Cook the committee is composed of precinct committeemen.

The county central committee manages the party affairs of the county. The importance of the precinct committeemen is shown in the far reaching functions of the county central committee.

It is this committee that selects the delegates to the congressional, State and judicial conventions.

**The City Central Committee** shall be composed of the precinct committeemen of the city, excepting that in cities having a population of two hundred thousand or over (Chicago) the committee is composed of the ward committeemen.

## Conventions

When delegates, to the State, congressional, judicial or National convention, are elected, the alternates (one for each delegate) are elected in the same manner. They sit in the delegation but have a vote only when taking the place of a delegate.

In addition to the conventions provided for in the primary law there are other caucuses, conventions and meetings of the various committees and groups of voters. *Slates* are often unofficially made up. Party leaders try to have these candidates nominated and elected at the regular conventions, primaries or elections.

**The County Convention** shall be composed of the county central committee, and shall be held at the county seat on the first Monday following the April primary.

The principal business transacted at this convention is the election of delegates to the congressional and State conventions. The delegates and alternates may or may not be members of the county committee.

**The Congressional Convention** shall be held the first Wednesday after the first Monday following the April primary. The Congressional convention shall have power to recommend to the State convention the nomination of a candidate or candidates from such Congressional district, for elector or electors of President and Vice President of the United States.

**The State Convention** shall be held the first Friday after the first Monday following the April primary. The State convention shall have power to nominate candidates for the electors of president and vice-president of the United States, and for trustees of the University of Illinois, and to adopt a party platform.

**Judicial Conventions.** In any judicial circuit composed of only one county (Cook) the delegates to the convention, for the purpose of nominating a circuit judge or judges, shall consist of the members of the county convention. This rule applies also to the nomination of judges to the superior court of Cook County.

In circuits comprising more than one county the delegates are selected from each county by the county central committee in convention assembled for such purpose. Each county in the circuit is entitled to one delegate for every four hundred or major fraction thereof of votes cast by the party for governor at the last preceding election.

The primary law does not provide for the nomination of judges of the supreme court. Following an established precedent they are nominated in convention. The county central committee of each county, in the district, in convention assembled selects the delegates.

## National Committees and Conventions<sup>1</sup>

There is no law governing the National committees or conventions. Each party is a law unto itself, governed largely by precedents.

**National Committees.** The *Republican* National Committee is composed of one man and one woman from each state, selected by the delegates of the respective states at the National convention. In some states they are elected at the primaries and confirmed by the delegates. The *Democratic* National committee is composed of one man and one woman from each state, selected by the State central committee unless otherwise provided for. In 1924 the committee man and committee woman from Illinois

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<sup>1</sup>Sources—Merriam, *The American Party System*.

Secretaries of the Republican and Democratic National Committees.

were selected by the Illinois delegates at the National convention.

The National committee of each party plans the organization of the party; selects the chairman and other officers; fixes the time and place for holding the National nominating convention and apportions the delegates who may attend. It is the duty of this committee to conduct the campaign and work for the success of the party at the polls.

**The National Nominating Conventions** of the parties are held sometime during the summer of every presidential year. According to the rules adopted at the convention in 1920, the *Republican* convention should be composed of four delegates-at-large from each state; two additional delegates-at-large for each representative-at-large in Congress from each state; two additional delegates-at-large from each state casting its electoral vote, or a majority thereof, for the Republican nominee for President in the last preceding presidential election; one delegate from each congressional district having a Republican district organization and casting twenty-five hundred votes or more for any Republican elector or congressman in the last preceding election, and one additional district delegate for ten thousand or more votes. Also two delegates from each of the five territories (Alaska, District of Columbia, Porto Rico, Hawaii and the Phillipine Islands). Under this rule Illinois would be entitled to ten delegates at-large and two from each of the twenty-five congressional districts.

However these rules were changed by the national committee, giving more representation to the Democratic states. The change also gave the Republican states each one extra delegate, thus giving Illinois sixty-one instead of sixty delegates.

The *Democratic* convention is composed of two delegates for each Senator and Representative in Congress; six delegates from each of the five territories



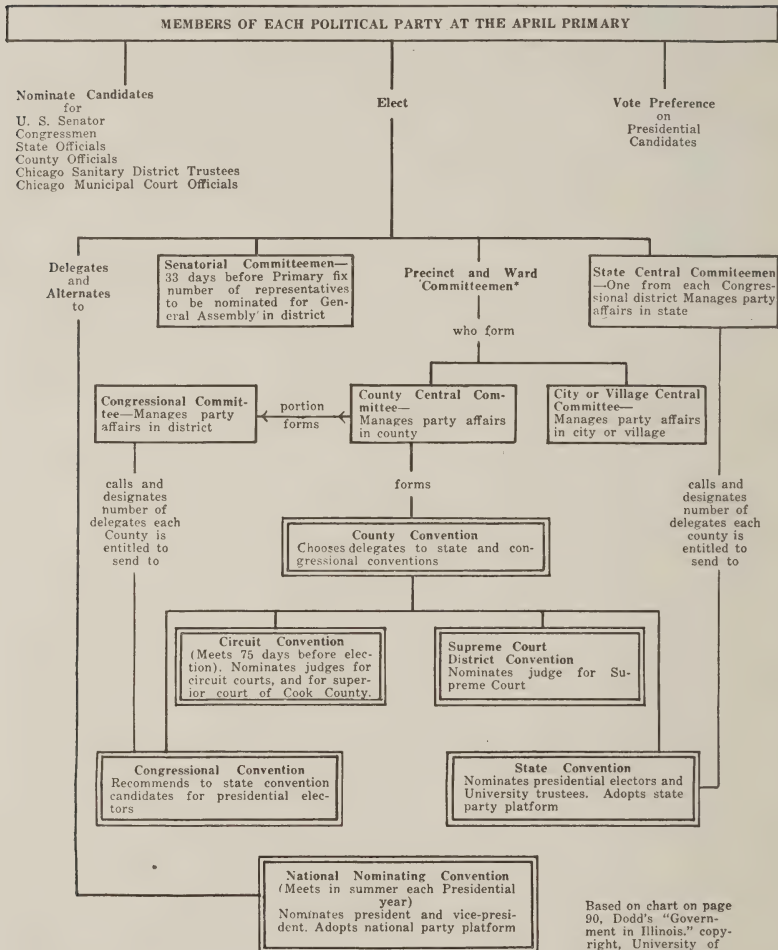
and two from the Canal Zone. Illinois has fifty-eight delegates.

The candidates for president and vice president are nominated by a majority vote in the Republican convention and by a two-thirds vote in the Democratic convention.

Some states elect more delegates than they are entitled to, and give each delegate a fractional vote. If a state has twice the number of delegates apportioned to it, each delegate is entitled to one-half of a vote. In the Democratic convention of 1924 each delegate from the state of Connecticut had seven-tenths of a vote.

The convention of each party adopts a party platform.

# PARTY ORGANIZATION



\*Only ward committeemen are elected in the city of Chicago.

Based on chart on page 90, Dodd's "Government in Illinois," copyright, University of Chicago Press. Also in Illinois Voters League Bulletin for March, 1924.

## CAPTER II

# ELECTION<sup>1</sup>

### Qualifications of Officers.

"No person shall be elected or appointed to any office in this State, civil or military, who is not a citizen of the United States, and who shall not have resided in this State one year next preceding the election or appointment."

### Qualifications of Voters.

Every person having resided in the State of Illinois one year, in the county ninety days, and in the election district thirty days next preceding any election therein, who shall be a citizen of the United States, above the age of twenty-one, shall be entitled to vote at such election. A permanent abode is necessary to constitute a residence.

An Inmate of an Insane Asylum, poorhouse or hospital is not a resident in the precinct where such asylum, hospital or county poorhouse is located; but every such person shall be deemed a resident of the place where he resided next prior to becoming an inmate of such asylum, hospital or county poorhouse.

### Inmates of Soldiers' and Sailors' Homes.

Every honorably discharged soldier or sailor who shall have been an inmate of any soldiers' or sailors' home within the State the required length of time, shall be entitled to vote in the election district in which such home is located: *Provided*, that

<sup>1</sup>Sources—Federal Constitution, Amendments XIV, XIX.

Constitution of Illinois 1870, Art. VII, § 6.

Smith's Revised Statutes ch. 24, § 54; ch. 38, § 587; ch. 46.

34 United States Statutes at Large, p. 596.

Federal Statutes Annotated. Act of September 22, 1922.

he shall declare upon oath, if required to do so, that it was his *bona fide* intention at the time he entered said home to become a resident thereof. County boards are authorized to locate comfortable and convenient polling places for those entitled to vote, within the enclosure where such homes are situated.

**Convicts.** No person is a qualified voter who has been convicted of any crime, the punishment of which is confinement in the penitentiary, and who has not been pardoned.<sup>1</sup> A person who has sold, or offered for sale, his vote and has been convicted of the same, is disfranchised from five to fifteen years for the first offence, and for the second offence is permanently disfranchised.

### **Citizenship.**

"All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside."

### **Naturalization.**

The exclusive jurisdiction to naturalize aliens is conferred upon the United States Circuit and District Courts and all courts of record having a seal, a clerk, and jurisdiction in which the amount in controversy is unlimited. The naturalization jurisdiction of all courts, herein specified, shall extend only to aliens resident within their respective judicial districts.

An alien, to become a naturalized citizen of the United States must file two sets of papers. In his first papers, called his "Declaration of Intention", he shall declare on oath that it is his *bona fide* intention to become a citizen of the United States, and to renounce forever his allegiance to any other government. He declares also that he is not an anarchist, nor a polygamist nor a believer in the practice of polygamy.

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<sup>1</sup>Any person so convicted and later found to be innocent, shall have his privilege of citizenship restored without a pardon.

His final papers, called "Petition for Naturalization", must be filed not less than two years nor more than seven years after the filing of his first papers and must be signed by the applicant in his own hand writing. He gives the date of his "Declaration of Intention, and if married the name of his wife and the names of any minor children. He again declares that he is not a polygamist nor a disbeliever in organized government and renounces his allegiance to any other government. He shall have resided continuously within the United States at least five years and in the State at least one year and must be able to speak the English language before he shall receive a certificate of citizenship. Two witnesses who are citizens of the United States shall testify to have personally known the applicant to have resided within the United States and within the State the required length of time, and that he is a person of good moral character. When he receives his certificate of naturalization his children under the age of twenty-one years also become citizens.

### **Naturalization of Married Women.**

Marriage to a citizen of the United States no longer confers citizenship upon an alien woman. Neither does an American woman lose her citizenship by marriage with an alien. An alien woman who may have married an American citizen before the passage of the naturalization act of September 22, 1922 shall not be deprived of her citizenship on account of such Act. An alien woman whose husband is an American citizen, either naturalized or native born may file her "Petition for Naturalization" without first filing her "Declaration of Intention" and only one year's residence is required instead of five. An American woman who may have married an alien prior to September 22, 1922 must be naturalized in the same manner as any alien woman in order to regain her citizenship. Any woman who marries an alien ineligible to citizenship shall cease to be a citizen of the United States. No woman who is married to such



an alien can be naturalized during the continuance of her marital status.

### Naturalization of Indians<sup>1</sup>

In 1884 the Supreme Court ruled that the Fourteenth Amendment to the Federal Constitution did not convey citizenship upon the Indian by reason of his birth within the United States. The members of the Indian tribes or nations were considered as aliens, and could become citizens only by being naturalized under some treaty or Act of Congress. By special Acts of Congress whole tribes have become citizens.

An Act was passed in 1887 and amended in 1906 whereby "every Indian born within the territorial limits of the United States to whom allotments (of land) shall have been made and who has received a patent in fee simple, and every Indian born within the territorial limits of the United States who has voluntarily taken up within said limits his residence separate and apart from any tribe of Indians therein, and has adopted the habits of civilized life, is hereby declared to be a citizen of the United States, and is entitled to all its rights, privileges, and immunities of such citizens."

An Act passed in May 1924 confers American citizenship upon all Indians born within the territorial limits of the United States, subject to all restrictions regarding the suffrage to which other American citizens are subject in any state.<sup>2</sup>

### Primary Elections.

(See specimen ballots page 28)

The primary elections are regulated by the primary law, a statute which is liable to change at any session of the State Legislature. Under the present law candidates for all offices are nominated at the primaries except for township offices, school offices, Presidential electors, trustees of the University of Illinois, and candidates for the judicial elections. The primary election for all parties is held at the same

<sup>1</sup>Willoughby, *The Constitutional Law of the United States*, pp. 307, 308, 318. Lindquist. *The Red Man in the United States*, p. 441.

<sup>2</sup>Sixty-eighth Congress. Congressional Record, pp 8869, 9497, 10620.

time in the regular polling places and the general election officers have charge.

**Order of Printing Names.**—The names of candidates for nomination are entered on the primary ballot of each political party by petition, and they are printed in the order in which the petitions are filed, except that the names of candidates for State offices shall be printed in alphabetical order according to the surname of the candidates, beginning with the first senatorial district; in the second senatorial district the second name on the list shall be first and the first shall be last; in the third senatorial district the third name on the list shall be first and the second name shall be last. The same procedure shall be followed through the entire list, the intent being that the names of candidates for the State offices shall be rotated by senatorial districts.

**Colored Ballots.**—The primary ballots of no two political parties shall be of the same color.

**Party Affiliation.**—Any person desiring to vote at a primary election shall state his party affiliation; the judge shall give him one ballot of the party with which he declares himself to be affiliated. Any person who refuses to state his party affiliation shall not be allowed to vote.

**Plurality Nominations—Tie Vote.**—The person receiving the highest number of votes at a primary as a candidate of a party for the nomination for an office shall be the candidate, and shall have his name placed on the official ballot of the election for which such candidate is nominated. When there are two or more persons to be nominated for the same office or board, the names of those nominated shall be printed on the official ballot according to the number of votes received at the primary, beginning with the one receiving the highest. When there is a tie the nomination shall be decided by lot not later than five days after the primary election.

## SPECIMEN BALLOTS

From ballots used at primary election in 1912<sup>1</sup>

### Democratic Primary Ballot

FOR UNITED STATES SENATOR  
(Vote for One)

☐ JAMES HAMILTON LEWIS

FOR GOVERNOR  
(Vote for One)

☐ BEN F. CALDWELL  
☐ SAMUEL ALSCHULER  
☐ GEORGE E. DICKSON  
☐ EDWARD F. DUNNE

FOR LIEUTENANT GOVERNOR  
(Vote for One)

☐ BARRETT O'HARA  
☐ CHARLES C. CRAIG  
☐ WILLIAM E. GOLDEN  
☐ GUSTAVUS J. TATGE  
☐ ADLAI T. EWING  
☐ JOHN L. PICKERING, SR.  
☐ FRANK D. COMERFORD

FOR SECRETARY OF STATE  
(Vote for One)

☐ X. F. BEIDLER  
☐ ANDREW OLSON  
☐ HARRY WOODS

FOR AUDITOR OF PUBLIC ACCOUNTS  
(Vote for One)

☐ JAMES J. BRADY  
☐ GEORGE SULTAN  
☐ WILLIAM DEERING STEWARD

FOR STATE TREASURER  
(Vote for One)

☐ C. V. McCLENATHAN  
☐ WILLIAM RYAN, JR.  
☐ HENRY VINCENT McGURREN  
☐ WINSTEAD D. WALTON

FOR ATTORNEY GENERAL  
(Vote for One)

☐ PATRICK J. LUCEY  
☐ ALBERT E. ISLEY  
☐ WILLIAM A. BOWLES

(Other candidates continued in like manner.)

For Precinct Committeeman<sup>2</sup>  
(Vote for one)

### Republican Primary Ballot

FOR UNITED STATES SENATOR  
(Vote for One)

☐ HUGH S. MAGILL  
☐ SHELBY M. CULLOM  
☐ LAWRENCE Y. SHERMAN

FOR GOVERNOR  
(Vote for One)

☐ CHARLES S. DENEEN  
☐ LEN SMALL  
☐ JOHN E. W. WAYMAN  
☐ CHARLES F. HURBURGH  
☐ JOHN J. BROWN  
☐ WALTER C. JONES  
☐ J. McCAN DAVIS  
☐ RICHARD YATES

FOR LIEUTENANT GOVERNOR  
(Vote for One)

☐ JOHN G. OGLESBY  
☐ KINNIE A. OSTEWIG  
☐ REUBEN R. TIFFANY

FOR SECRETARY OF STATE  
(Vote for One)

☐ JAMES A. ROSE  
☐ CHESTER W. CHURCH

FOR AUDITOR OF PUBLIC ACCOUNTS  
(Vote for One)

☐ JAMES S. McCULLOUGH  
☐ JOHN K. BALL  
☐ GEORGE A. SMITH

FOR STATE TREASURER  
(Vote for One)

☐ ANDREW RUSSEL  
☐ LOUIS L. EMMERSON  
☐ WILLIAM E. ROTHERMEL  
☐ HERMAN R. HEIMBERGER

FOR ATTORNEY GENERAL  
(Vote for One)

☐ WILLIAM H. STEAD  
☐ FRANK R. REID  
☐ JOHN B. WEAVER

(Other candidates continued in like manner.)

For Precinct Committeeman<sup>2</sup>  
(Vote for one)

<sup>1</sup>The original ballots were two distinct ballots on separate paper and were each four inches wide and nearly three feet long. The color of the Democratic ballot was blue and of the Republican pink. Each elector who votes at a primary election is given one ballot of the political party with which he declares himself affiliated.

<sup>2</sup>No name is printed on the ballot for precinct committeeman. Each voter may write or attach in the space provided at the bottom of the ballot the name of any member of his party who lives in the precinct. It is not necessary to have either square or cross to indicate the voter's choice.

## NOMINATION BY PETITION

There is time between the primary elections and the general elections to nominate independent candidates by petition, and the names of such candidates are printed on the official ballot in the same manner as the regular nominated candidates.

The petitions are signed by qualified voters. Any person who has voted at a primary election held to nominate candidates to be voted for at a certain election, shall not be qualified to sign a petition of nomination for independent candidates for the same offices, nor shall any person sign the nominating petition of more than one candidate for the same office.

## General Elections.

The electors in the various divisions of the State may vote for the following:

1. The selection of elective officials whose names have been placed in nomination by a regular primary election; by an independent petition; or by a party convention or caucus.

2. The adoption or rejection of proposed amendments to the State constitution.

3. Propositions or public measures: (a) Submitted by the State Legislature, city council, or other authoritative bodies. (b) Submitted by petition of the people.

4. An expression of opinion or desire of the voters upon any question of public policy. Such a proposition is simply an expression of opinion or desire that is not binding upon any one.

Special elections are sometimes called to fill vacancies or to vote on propositions.

## REGISTRATION

The registration of voters is conducted by the board of registry of each precinct in its respective

# REPUBLICAN

For President of the United States  
WARREN G. HARDING  
For Vice President of the United States

CALVIN COOLIDGE

For Electors of President and Vice President of the United States

☐ GEORGE R. CAMPBELL  
☐ A. J. PICKERELL  
☐ GEORGE K. SCHMIDT  
☐ THEOPHILUS SCHMID  
☐ WASHINGTON PORTER  
☐ GEORGE L. WEED  
☐ PHILIP S. GRAVER  
☐ JOHN J. MCKENNA  
☐ JOSEPH ZIENTEK  
☐ WALTER J. FISHER  
☐ JAMES J. McCOMB  
☐ JOSEPH NEMIEC  
☐ EUGENE R. PIKE  
☐ J. LEWIS COATH  
☐ LEWIS MOORE  
☐ LOUIS E. MOONEY  
☐ J. E. TAGGART  
☐ CHARLES A. CLARK  
☐ GEORGE H. KELLING  
☐ JAMES A. NOWLAN  
☐ IRA M. LISH  
☐ LOUIS VORIS  
☐ MOSE S. SMITH  
☐ W. W. WATSON  
☐ A. A. ISAACS  
☐ WILLIAM O. WEIHE  
☐ A. O. UNBEHAUEN  
☐ VICTOR C. MICHELS  
☐ JULIAN B. HOWELL  
☐ For United States Senator  
☐ WILLIAM B. MCKINLEY

# DEMOCRATIC

For President of the United States  
JAMES M. COX  
For Vice President of the United States

States

FRANKLIN D. ROOSEVELT

For Electors of President and Vice President of the United States

☐ CHARLES C. CRAIG  
☐ W. EMERY LANCASTER  
☐ JOHN BULLINGTON  
☐ RICHARD H. COLBY  
☐ JOHN P. HARDING  
☐ WILLIAM A. TILDEN  
☐ CHARLES S. THORNTON  
☐ STANLEY KUFLEWSKI  
☐ VICTOR R. SCHILLER  
☐ THOMAS M. SULLIVAN  
☐ LOUIS M. SEVERSON  
☐ GUY RONGA  
☐ BERNARD P. JUNG  
☐ THOMAS F. JOYCE  
☐ DANIEL FEELY  
☐ CHARLES W. FALTZ  
☐ MARTIN H. EAKLE  
☐ CHARLES C. CHAIN  
☐ ALBERT F. BERGLAND  
☐ WILLIAM L. WESTCOTT  
☐ D. C. BELSLEY  
☐ CHARLES A. PURDUNN  
☐ FRANK V. DILATUSH  
☐ JOHN W. CLEARY  
☐ JAMES H. MURPHY  
☐ D. H. MUDGE  
☐ CONRAD SCHUL  
☐ LORAN WASSON  
☐ ERNEST ALDEN  
☐ For United States Senator  
☐ PETER A. WALLER

# PROHIBITION

For President of the United States  
AARON S. WATKINS  
For Vice President of the United States

States

D. LEIGH COLVIN

For Electors of President and Vice President of the United States

☐ ALONZO E. WILSON  
☐ LEO F. JEANMENE  
☐ O. L. DAYTON  
☐ EDMUND MILLER  
☐ OSCAR ODELIUS  
☐ CARL T. E. SCHULTZE  
☐ FREDERICK F. FARMILLOE  
☐ WALTER H. MERRITT  
☐ SAMUEL J. A. CONNER  
☐ CHARLES H. GRUND  
☐ AMOS H. LEAMAN  
☐ VIRGIL G. HINSHAW  
☐ JOHN HARPER  
☐ MAUDE M. MAHLER  
☐ CLARA M. STANGELAND  
☐ JOHN M. HESTENES  
☐ CHARLES R. JONES  
☐ FRANK K. HOOK  
☐ A. F. LINDEMANN  
☐ E. F. BROWNLEE  
☐ T. H. SMALLWOOD  
☐ JOHN GOODWINE  
☐ J. I. GROVES  
☐ FRANK DARE  
☐ S. M. SHELDON  
☐ PAUL W. COX  
☐ P. O. HALBECK  
☐ JACOB HOOFTSTILLER  
☐ CHARLES A. BROWN  
☐ For United States Senator  
☐ FRANK B. VENNUM

There were eight other party headings with tickets for part of the officers,



# County November 2, 1920

For Governor	For Governor	For Governor
<input type="checkbox"/> LEN SMALL	<input type="checkbox"/> JAMES HAMILTON LEWIS	<input type="checkbox"/> JAMES H. WOERTENDYKE
For Lieutenant Governor	For Lieutenant Governor	For Lieutenant Governor
<input type="checkbox"/> FRED E. STERLING	<input type="checkbox"/> WALTER W. WILLIAMS	<input type="checkbox"/> CLAY F. GAUMER
For Secretary of State	For Secretary of State	For Secretary of State
<input type="checkbox"/> LOUIS L. EMMERSON	<input type="checkbox"/> ARTHUR W. CHARLES	<input type="checkbox"/> CHARLES L. GANDY
For Auditor of Public Accounts	For Auditor of Public Accounts	For Auditor of Public Accounts
<input type="checkbox"/> ANDREW RUSSEL	<input type="checkbox"/> JAMES J. BRADY	<input type="checkbox"/> GEORGE W. WOOLSEY
For State Treasurer	For State Treasurer	For State Treasurer
<input type="checkbox"/> EDWARD E. MILLER	<input type="checkbox"/> WILLIAM RYAN, JR.	<input type="checkbox"/> ROBERT MEANS
For Attorney General	For Attorney General	For Attorney General
<input type="checkbox"/> EDWARD J. BRUNDAGE	<input type="checkbox"/> JAMES T. BURNS	<input type="checkbox"/> ORPHEUS A. HARDING
For Clerk of the Supreme Court	For Clerk of the Supreme Court	For Clerk of the Supreme Court
<input type="checkbox"/> CHARLES W. VAIL	<input type="checkbox"/> GEORGE F. JOHNSON	<input type="checkbox"/> FRANK E. HERRICK
For Trustees of the University of Illinois	For Trustees of the University of Illinois	For Trustees of the University of Illinois
<input type="checkbox"/> LAURA B. EVANS	<input type="checkbox"/> MRS. VIOLA V. RENDLEMAN	<input type="checkbox"/> MARY A. WHITTMORE
<input type="checkbox"/> HELEN MATTHEWS GRIGSBY	<input type="checkbox"/> MRS. ANTHA D. KELLEY	<input type="checkbox"/> LUCY PAGE GASTON
<input type="checkbox"/> WILLIAM L. NOBLE	<input type="checkbox"/> HARRY C. COFFEEN	<input type="checkbox"/> J. E. L. MOORE
For Representative in Congress, State at Large	For Representative in Congress, State at Large	For Representative in Congress, State at Large
<input type="checkbox"/> WILLIAM E. MASON	<input type="checkbox"/> WILLIAM MURPHY	<input type="checkbox"/> MARGARET WINTRINGER
<input type="checkbox"/> RICHARD YATES	<input type="checkbox"/> C. S. SCHNEIDER	<input type="checkbox"/> W. W. JONES
For Clerk of the Appellate Court, Third District	For Clerk of the Appellate Court, Third District	For Clerk of the Appellate Court, Third District
<input type="checkbox"/> GEORGE L. TIPTON	<input type="checkbox"/> HERB PENNINGTON	<input type="checkbox"/> For Representative in Congress, Nineteenth District
For Representative in Congress, Nineteenth District	For Representative in Congress, Nineteenth District	For Representative in Congress, Nineteenth District
<input type="checkbox"/> ALLEN F. MOORE	<input type="checkbox"/> EDWARD F. POORMAN	<input type="checkbox"/> For Members of the General Assembly, Twenty-Fourth District
For Members of the General Assembly, Twenty-Fourth District	For Members of the General Assembly, Twenty-Fourth District	For Members of the General Assembly, Twenty-Fourth District
<input type="checkbox"/> HENRY M. DUNLAP	<input type="checkbox"/> HUGH M. RIGNEY	<input type="checkbox"/> For State Senator
For State Senator	For Representative	For State Senator
<input type="checkbox"/> ROGER F. LITTLE	<input type="checkbox"/> THOMAS M. LYMAN	<input type="checkbox"/> For Representatives
<input type="checkbox"/> CHARLES A. GREGORY	<input type="checkbox"/> For Clerk of Circuit Court	<input type="checkbox"/> For Clerk of Circuit Court
For Clerk of Circuit Court	For Clerk of Circuit Court	For Clerk of Circuit Court
<input type="checkbox"/> BOYD S. BLAINE	<input type="checkbox"/> HARRY A. BARR	<input type="checkbox"/> For State's Attorney
For State's Attorney	For State's Attorney	For State's Attorney
<input type="checkbox"/> ROY R. CLINE	<input type="checkbox"/> L. A. BUSCH	<input type="checkbox"/> For Coroner
For Coroner	For Coroner	For Coroner
<input type="checkbox"/> EBBERT L. CAVENEE	<input type="checkbox"/> C. D. GULICK	<input type="checkbox"/> For County Surveyor
For County Surveyor	For County Surveyor	For County Surveyor
<input type="checkbox"/> LENOX E. TRICKLE	<input type="checkbox"/> E. V. BURTON	<input type="checkbox"/> For County Surveyor

but these are sufficient to show the order of names on the ballot.

polling place. The entire act of registration is for the purpose of preventing fraudulent voting. In large cities there is more danger of illegal voting; therefore a more stringent law is needed than in the smaller cities or villages.

**City Election Law.**—The voters of any city, village or incorporated town may petition the county judge to authorize the holding of an election on the question of adopting the city election law; if at such election the proposition carries, the county court appoints three election commissioners. The duties pertaining to elections which otherwise are imposed upon the county, city or village clerk are discharged by the election commissioners. Provision is made that only one board of election commissioners shall be appointed in any one county. There are two registration days in every year in which a Congressional election occurs, for the purpose of making a new general registration. The first one shall be held on the Saturday immediately preceding the Tuesday four weeks before the Congressional election, and the second day of registration on Tuesday three weeks before such election. On either of these two days any qualified voter who shall apply in person may be registered. In the event that a voter shall, by reason of illness or absence from the city, be unable to appear in person he may make application for registration, on a blank furnished by election commissioners, by mail; provided such application is received by the board of registry after the first day of registration and not later than noon of the day before the second day of registration. There is also provision made for verifying the register by canvassing the precinct. For elections occurring between the State elections there is one registration day which is on Tuesday three weeks before such election.

The following cities have adopted the city election law: Chicago, East St. Louis, Springfield, Gal-

esburg, Danville, Cairo, Rockford, Bloomington, Freeport and Peoria.

**General Election Law.**—The general election law applies throughout the State except in cities, villages and incorporated towns that have adopted the city election law or are operating under special acts. There are two registration days; One on Tuesday three weeks preceding any State election and the other on Tuesday one week preceding such election. A voter may register in person or have some one register for him. In towns which lie wholly within the the limits of an incorporated city a register shall be made for all elections in the same manner as for State elections.

#### PRECINCTS.

An election precinct might be defined as a political division within which all qualified electors vote at the same polling place.

In counties not under township organization the precincts in the county are arranged by the county commissioners and are known by number.

In counties under township organization each township constitutes an election precinct. Election precincts that contain more than eight hundred voters are divided into election districts to contain as nearly as practicable five hundred voters but not more than eight hundred.

In cities divided into wards, each ward unless otherwise divided constitutes a precinct. In many of the smaller cities it is not necessary to divide the wards. In Chicago the fifty wards are divided into more than two thousand precincts.

In cities operating under the commission plan the elections are non-partisan and the cities are divided into election districts which are known by number.

#### POLLING PLACE.

The polling place is where the elections are held, and shall be as near the center of the voting popula-

tion as is practicable. It shall not be located in a room used or occupied as a saloon, dram shop, bowling alley, or as a place of resort for idlers and disreputable persons, billiard hall, or in any room connected therewith by doors or hallways.

#### ELECTION OFFICIALS.

**City Election Law.**—The board of election commissioners provides ballots, ballot boxes, books, blanks and stationery of every description necessary for the conducting of elections; it divides the city into precincts and for each precinct it appoints, at least sixty days prior to an election, three judges who shall be householders and citizens of good repute and character, who can speak, read and write the English language and are skilled in the four fundamental rules of arithmetic, and two clerks who possess the same qualifications as judges except that they do not need to be householders.

**General Election Law.**—In counties not under township organization, the county board of commissioners shall at its regular (or at a special) meeting in June or July in each year, appoint in each election precinct or district (where judges have not been elected therein) three capable and discreet electors to be judges of elections. In counties under township organization the county board of supervisors shall, at its regular (or at a special) meeting in June of each year, appoint in each election precinct or district three capable and discreet electors to be judges of elections.

The township supervisor shall be appointed as one of the judges in the precinct or district in which he resides. Judges hold office one year or until their successors are appointed. Each judge may choose one clerk. The judges have charge of the ballot boxes and deliver them over to their successors. In city or village elections, the city council



or village board may select the polling places and appoint the judges and clerks.

**Challengers.**—At least one and not more than two, legal voters of each party to the contest, to be chosen by the parties respectively, shall be allowed in the polling place to act as challengers; such challengers may remain until the votes are counted and the result declared.

#### FORM OF BALLOT.

The ballot shall be of plain white paper through which the printing or writing can not be read.

**The Names of all Candidates** to be voted for in each election precinct shall be printed on one ballot, all nominations of any political party being placed in a column directly under the party title. A circle one-half of an inch in diameter shall be placed at the left of the title of each party, and a square one-fourth of an inch high shall be placed at the left of the name of each candidate.

**Propositions** to be submitted to the electors shall be printed after the lists of candidates, at the bottom of the ballot. In all elections of a higher order than township elections the propositions, constitutional amendments, and measures of public policy must be printed upon separate ballots.

**On the Back of the Ballot**, so as to appear when folded, shall be printed the words "Official Ballot", followed by the designation of the polling place for which the ballot is prepared, the date of the election, and a *facsimile* of the signature of the clerk or other officer who caused the ballot to be printed.

#### CONDUCTING ELECTIONS

**Proclamation.** Upon opening the polls one of the clerks or judges shall make proclamation of the same, and at least thirty minutes before closing a proclamation shall be made that the polls will be closed in half an hour.



**Ballot Box Publicly Exhibited.**—The ballot boxes are made with an opening in the top just large enough to admit one ballot. Before any ballots are deposited in the ballot box, it is publicly opened and the judges and clerks see that no ballot is in the box; after which the box is locked and the key delivered to one of the judges, and it is not again opened until the close of the polls. It must be kept constantly in public view during the entire election. The guard rail, which is used to enclose the space occupied by the election officers and challengers, is so constructed that no one on the outside of the rail can approach within six feet of the ballot box or of the voting booths.

**Cards of Instruction Posted.**—One printed card of instruction to voters is posted in each booth and not less than four are posted in and about the polling place on election day. Cards of instruction and specimen ballots on colored paper are posted in five or more public places in each voting precinct at least five days before election.

#### VOTING.

**Receiving the Ballot.**—Any person desiring to vote enters the polling place and gives his name, and if required to do so, his address, to the judges of the election, one of whom announces the same in a distinct tone of voice; and if his name is found on the register, the officer in charge of the register repeats the name, the clerks enter it upon the poll books, and the voter is allowed to pass inside the space enclosed by the guard rail. One of the judges gives the voter a ballot, on the back of which the judge endorses his (the judge's) initials in such a manner that they may be seen when the ballot is properly folded; if there are "little ballots" submitting constitutional amendments or other propositions, they are handed to the voter at the same time, and the voter's name is checked on the register list.

**“Swearing In” the Vote.**—No vote shall be received at any State election if the name of the person offering to vote is not found on the register, until such person shall furnish an affidavit to the effect that he is a qualified voter, and proves his statement by a householder who is a registered voter in the precinct. (Blank affidavits are furnished at the polling places for this purpose.)

**When Not Allowed.**—In cities operating under the city election law, affidavits are not accepted, and no person is allowed to vote whose name is not found on the register except in judicial elections, and in special elections occurring in only a portion of the city, and in cases where the voter has changed his residence in the same precinct subsequent to the last day of registration.

**Challenging Vote.**—If the voter is challenged, he does not receive a ballot until he has established his right to vote in a similar manner as though he were not registered; if he is challenged after receiving his ballot, he is not allowed to vote until he has met the requirements.

**Retires to Booth.**—Upon receiving the ballot, the voter, without leaving the enclosed space, retires alone into one of the voting booths; upon a shelf inside the booth, the voter will find pencil, pen, ink, and blotter with which to prepare the ballot.

**Marking the Ballot.**—There are three methods of marking the ballot: (a) The voter makes a cross in the square ☐ at the left of the name of the candidate of his choice for each office to be filled. (b) If the voter desires to vote for all the candidates of one political party, he makes a cross in the circle ☐ at the left of the party title at the top of the column. (c) If the voter desires to vote for candidates of two or more political parties, he makes a cross in the circle ☐ at the left of the party title; he then makes a cross in the square ☐ at the left of the name or

names of one or more candidates for whom he may desire to vote, that are printed in the other columns; a ballot so marked is counted as being cast for all candidates in the column under the title which has the cross in the circle  $\otimes$  except for such candidates where the cross is in the square  $\boxtimes$  at the left of the names of other candidates in the columns under other party titles. But voters are cautioned about marking a ballot by this method when there are more than one candidate to be elected to the same office on the same ticket as in the case of electors for President and Vice President, or for University Trustees. By marking in the circle the voter indicates a desire to vote for all the candidates on the ticket so marked; then by marking one or more names in the squares on another ticket more names would be marked than there are persons to be elected, for the reason that as the position of the names of the candidates on the different tickets is not material, it would be impossible to determine what names on the ticket marked in the circle were intended to be voted for, and what not; therefore all would be counted as having been voted for, which would prevent the ballot being counted for any of such candidates. When there is but one candidate to be elected to the same office on the same ticket there is not this danger of confusion, and the method may be more safely adopted. However, if an elector desires to vote a "split ticket," method (a) is the *safe* plan.

**Names Not on Ballot.**—If the voter desires to vote for some one whose name is not on the ballot, he may write the name of the candidate in a blank space on said ticket and make a cross at the left of the name.

**Propositions.**—When a constitutional amendment or other public measure is submitted to the vote of the people, the voter makes a cross in the square

at the right of the word "Yes" or "No", according to the way he desires the question decided.

**Spoiled Ballots.**—No erasures shall be allowed upon the ballot; any voter who shall by accident or mistake spoil his ballot, may, on returning said spoiled ballot, receive another in place thereof.

**Folding the Ballot.**—After the voter has marked the ballot, and before leaving the booth, he shall fold it in such manner as to conceal the markings thereon; and in such manner that the initials of the judge may be seen. If there are more than one ballot they are folded separately.

**Depositing Ballot.**—The voter then passes out of the booth and hands his ballot to the judge who has charge of the ballot box, and the judge deposits it in the box.

**Quits Enclosure.**—The voter then quits the enclosed space and is not allowed to re-enter said space during the election.

**Voting Booth Private.**—No voter shall be allowed to occupy a voting booth already occupied by another.

**Allowed Five Minutes.**—No voter shall be allowed to remain in the voting booth longer than five minutes when others are waiting.

**Allowed Ten Minutes.**—No voter shall be allowed to remain within the enclosed space longer than ten minutes.

**Vote Only Official Ballots.**—No voter shall vote or offer to vote any ballot except such as he has received from the judges of election in charge of the ballots. No ballot without the official endorsement shall be deposited in the ballot box.

**Removing Ballots.**—No person shall take or remove any official ballot from the polling place before the close of the polls.

**Absence for Voting Purposes.**—Any person may absent himself from any service or employment for a period of two hours on election day for the purpose of voting, providing he has given his employer previous notice; the employer may specify the hours during which said employe may be absent.

**Assisting Illiterate Voters.**—Any voter, who can not read the English language, or for reason of any physical disability is unable to mark his ballot, may be assisted by two election officers of different political parties. Such officers shall mark the ballot as directed by the voter, and shall thereafter give no information regarding the same.

**Intoxication.**—Intoxication shall not be considered a physical disability; no intoxicated person shall be entitled to assistance in marking his ballot.

#### MINORITY REPRESENTATION.

Every even numbered year, three State Representatives are elected from each of the fifty-one senatorial districts in the state. These Representatives are elected by what is known as the minority representation plan.

In each district there are three men to elect; any elector in the district may vote one vote each for three different candidates, or he may vote for but two candidates, giving one and one-half votes to each; or he may, by what is commonly known as "plumping" his votes, cast all three of his votes for one candidate. This method of voting is called cumulative voting.

#### CUMULATIVE VOTES—HOW VOTED

When the voter makes a cross in the circle at the left of the party title, and makes no other cross in front of the name of any candidate for State Representative, he is voting for all the candidates for State Representatives whose names are printed in



the column below such party title; if there are three named in such column, he is voting one vote for each; if there are two names, one and one-half votes for each; if but one name, he is voting three votes for such candidate.

Whether the cross is placed in the circle at the left of the party title or not, whenever a cross is placed in the square at the left of the name of any one candidate for Representative, three votes are counted for such candidate; where the cross is placed in the squares at the left of the names of two candidates, one and one-half vote is counted for each candidate; and when at the left of the names of three candidates, one vote is counted for each candidate.

If the ballot is so marked as to indicate an intention to cast more than three votes for Representatives, such ballot shall not be counted for any of such candidates. This however, does not invalidate the ballot as regards the candidates for other offices.

#### ABSENT ELECTORS.

Any qualified voter of the State of Illinois having duly registered where such registration is required, who expects in the course of his business or duties to be absent from the county in which he is a qualified elector on the day of holding any special, general or primary election, may vote at such election by making application not more than thirty days nor less than five days before election to the county clerk, election commissioners or other officers charged with furnishing the ballots for his precinct, for an official ballot. The application must be made on a blank form furnished by the county clerk or other officers in charge of the ballots.

Upon receipt of the ballot the voter shall go before an officer who is authorized to administer oaths and exhibit the ballot to him unmarked; he

shall then mark the ballot in the presence of such officer and no other person; but in such manner that the officer can not see how the ballot is being marked. After folding the ballot the same as required at the polling place he replaces it in the envelope and securely seals it. On the outside of the envelope is a blank affidavit which he fills out and signs, and the officer certifying to the procedure of marking the ballot signs in his official capacity. The voter returns the ballot thus sealed to the officer who sent it to him, and it is the duty of such officer to enclose the same unopened together with the application in a larger envelope marked "absent voter's ballot", and to see that it reaches the judges of the election before the polls close on election day.

After the polls are closed and before the ballot box is opened the judges proceed to cast the absent voters' ballots. They shall take each vote separately and open the outer envelope, announce the voter's name, compare the signature on the application with the one on the ballot envelope, and if his affidavit proves to be properly executed and the signatures correspond and he is a qualified voter, they shall open the other envelope, take out the ballot, endorse it the same as the other ballots and without unfolding deposit it in the ballot box. If the elector has voted in person during the day or if for any reason the ballot is rejected, the ballot envelope is so marked and is not opened.

**Absent Voting of Persons in Military Service.—**The law provides for persons absent in military service to vote for all State officers and on all State-wide questions. The Secretary of State sends the ballots and all necessary blanks and literature to the commanding officer and when they are returned to him, he immediately forwards the sealed envelopes containing ballots to the respective county clerks; they are counted by the county canvassing board.

## CANVASS OF BALLOTS.

After the polls are closed the votes are counted. The whole number of ballots must correspond to the number of names on the poll lists of the clerks. The "straight tickets" of all parties are counted first and the clerks set the number down in figures opposite the names of the respective candidates. The judges then proceed to read the names on the "split tickets" and the clerks tally; after all the names have been read, the tallied votes on the "split tickets" are added to the votes received on the "straight tickets", and the results announced. Returns from the election precincts are sent to the township, city, or county canvassing boards to be tabulated. The county clerks send the tabulated report of State and National officers to the Secretary of State. Each board, whether township, city, county or State has authority to decide which candidates are elected within its jurisdiction, except in the election of the seven constitutional State officers, and in case of tie vote the decision by lot is under the supervision of the respective board. Certificates of election are issued to the successful candidates which completes the process of election.

**No Adjournment** shall be had nor shall any recess be taken after the opening of the polls until all votes are counted and the result publicly announced.

**Sale of Ballots.**—The ballots are safely kept by the county clerk, or other officer to whom they shall be delivered, for six months, and if in the meantime the election is not contested in any way they are ground and sold and the proceeds deposited with the treasury from which the money was originally taken to pay for the ballots.

## VOTING MACHINES.

The use of voting machines in elections may be authorized by a majority vote of the electors of any

precinct or other civil division. The machine might easily be taken for a large upright piano with a curtain in front of it; it is about six feet high and eight feet long. The front of the machine is covered with horizontal rows of small levers with room enough between the rows for the names of the candidates. An elector may vote a straight party ticket by pulling down a certain lever, or he may vote a mixed ticket by pulling down the lever over the name of each candidate for whom he desires to vote. When an elector has voted for all the candidates for any office that he is lawfully entitled to vote for, the levers automatically lock and he can not vote for any more candidates for such office. After he has pulled down the levers over all the candidates on the ticket for whom he desires to vote, he swings a large lever at the top which registers his votes, throws the small levers back into position, and opens the curtain in front of the machine that has concealed him from view while voting. When the election is over there are no ballots to be counted. The number of votes that each candidate has received is recorded opposite his name on the back of the machine.

#### OFFENSES AND PENALTIES

Any person destroying or suppressing nomination papers, forging the official endorsement on any ballot, substituting or counterfeiting the official ballot, or wilfully delaying the delivery of any ballots is liable to a fine of not less than one hundred dollars nor more than one thousand dollars and also may be imprisoned in the penitentiary not less than one year nor more than five years.

**Bribery.** Any person who shall solicit or receive, directly or indirectly, any money, intoxicating liquor or other things of value for the purpose of influencing his vote, shall be deemed guilty of the infa-

mous crime of bribery in elections, and upon conviction shall be disfranchised for a term of not less than five years nor more than fifteen years.

The penalties for other offenses against the election laws range from five dollars to one thousand dollars in fines, and imprisonment in the county jail not more than one year.

**Election Officials.** The above limit may be imposed against election officials who shall be guilty of fraud of any kind; or shall refuse to receive the vote of any qualified voter, or knowingly permit a person to vote who is not qualified; or shall open or unfold any ballot presented by a voter, or shall willfully neglect to discharge any or all the duties required of them in conducting elections. The limit for failure to deliver the poll books is a fine not to exceed five hundred dollars and imprisonment in the county jail not to exceed six months.

**Intoxicating Liquors.**—No person shall be allowed to drink any intoxicating liquor in, nor shall be bring, take, order, or send any such liquor to the polling place on registration or election days.

**Electioneering.**—No person whatever shall do any electioneering or soliciting of votes on election day within any polling place or within 100 feet of any polling place. (The distance is usually marked with a line.) The penalty is a fine of not less than twenty-five dollars nor more than one hundred dollars for each offense.

*False Swearing, Illegal Voting, Voting More than Once, Disorderly Conduct, Betting on Elections, Carrying Away or Defacing Poll Books, Destroying Posted Lists of Voters, Revealing How Any Elector Has Voted, Preventing or Attempting to Prevent Any Elector From Voting,* are all punishable by fines and imprisonment according to the gravity of the offense.



## CHAPTER III

### ENFRANCHISEMENT OF WOMEN

On August 26, 1920, the nineteenth amendment to the National Constitution was ratified which gave unlimited suffrage to women and reads as follows: "The right of a citizen of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex."

The constitution of Illinois of 1870 limited the right of suffrage to male citizens, but since the National Constitution takes precedence over any State Constitution the women of Illinois, together with the women of other states, have become fully enfranchised. However, the word "male" still remains in the constitution of 1870.

Although the constitution did not confer upon women the right of suffrage, the Legislature had the power to grant them the right to vote for such officers as were not mentioned in the constitution. There were three steps by which the women of Illinois gained the full suffrage.

First.—In 1891 they were granted by the Legislature the privilege of voting for members of school boards, for the trustees of the University of Illinois and for township school trustees.

Second.—In 1913 the Legislature added to the list the following offices: Presidential electors, members of the State board of equalization, clerks of the appellate courts, county surveyors, members of the board of assessors, members of the board of review, sanitary district trustees and all officers

of cities, villages and towns (except police magistrate), and the following township officers: supervisors, town clerk, collector, assessor and highway commissioners.

The law further provided that women could vote upon all questions and propositions submitted to the electors of any municipality or other political division of the State, and that they might participate and vote at the annual and special town meetings.

Third—In 1920 the nineteenth amendment to the National Constitution was ratified.

## CHAPTER IV

# GOVERNMENT OF ILLINOIS<sup>1</sup>

### State Government.

The State of Illinois has operated under three constitutions; the constitutions of 1818, 1848 and 1870. In the meantime the electors have rejected two proposed constitutions; one in 1862 and one in 1922. At present the State derives its powers from the constitution of 1870 with its amendments and the various statutes enacted by the General Assembly.

There are two methods provided for amending the present constitution: *First*—Whenever two-thirds of the members of each House of the General Assembly shall by vote decide that a convention is necessary to revise, alter or amend the constitution, the question is submitted to the voters at the next general election. If the proposition carries by a majority of all the electors voting at the election, the next Legislature provides for the convention. The convention consists of two members from each Senatorial district. The constitutional convention may propose any number of amendments, or it may propose an entirely new constitution, which shall be submitted to the electors at a special election and is adopted or rejected by a majority vote.

*Second*—An amendment may be proposed by either House of the General Assembly and if it

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<sup>1</sup>Sources. Constitution of Illinois 1870. Illinois Blue Book 1923-24.

Constitutional Convention Bulletin No. 11, p. 919.

Smith's Revised Statutes, chs. 14, 15, 24, 24½, 31, 34, 35, 36, 37, 46, 48, 63, 78, 111, 122, 123, 124, 125, 127, 130, 139; ch. 23, §§ 190-220, 322-340.

Session Laws 1923.

passes by a two-thirds vote of all the members elected in both Houses it shall be submitted to the electors of the State at the next election of members to the General Assembly. If the majority of the electors voting at such election vote for the proposed amendment it becomes a part of the constitution. Thus an amendment may be lost, although there are more votes cast for it than against it. Amendments to only one article may be submitted at one time, and to the same article not oftener than once in four years.

The officers provided for in the constitution are as follows: Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, Treasurer, Superintendent of Public Instruction, Attorney General, members of the General Assembly, Judges and clerk of the Supreme Court and of the Superior Court of Cook County, judges and clerks of the Circuit Court, County and Probate Courts, County Recorder of Deeds, State's attorneys, county treasurers, county superintendents of schools, coroners, sheriffs, justices of the peace, police magistrates, and county commissioners.

## **Departments of Government**

"The powers of the government of this State are divided into three distinct departments—the Legislative, Executive and Judicial."

### **Legislative Department**

The legislative power is vested in the General Assembly, commonly referred to as the State Legislature, which consists of a Senate and a House of Representatives. The members of both Houses are elected by the people. The regular session of the Legislature commences on the Wednesday next after the first Monday in January following the election. All extra sessions are called by the Governor.

The Legislature is the law making body of the State. Bills may be originated in either House; but they must be passed by both Houses by a majority of all members elected,\* and be signed by the presiding officer of each House before they are presented to the Governor for his signature. In case the Governor should veto a bill, the Legislature can pass the bill over his veto by a two-thirds vote of all members elected in both Houses. If the Governor does not return a bill within ten days (Sunday excepted) after it has been presented to him, it becomes a law without his signature. All laws take effect on the first day of the following July after their enactment, unless otherwise directed in case of emergency.

The returns of every election for Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, and Attorney General, or for State Treasurer and Superintendent of Public Instruction, shall be sent to the Secretary of State addressed to the "Speaker of the House of Representatives," who shall, immediately after the organization of the House, open the same in the presence of a majority of each House of the General Assembly, who shall for that purpose assemble in the hall of the House of Representatives. The person having the highest number of votes for each of such offices shall be declared elected. In the event of a tie vote for any office the General Assembly by joint ballot selects one of such candidates for such office.

Each member of the General Assembly receives a salary of three thousand five hundred dollars every

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\*Note.—For a bill to pass, it must have a majority of all members elected, and to pass over the Governor's veto it must have a two-thirds vote of all members elected; not simply a majority or two-thirds vote of those voting on the measure.

A member of the Legislature cannot be neutral; he must be either for or against a bill; he cannot shirk his duty by remaining silent; for, by not voting, he serves the purpose of the opposition as effectually as if he had voted against the bill.

Some persons might be led to believe that a member, promising not to vote on either side, is doing a half-favor for friends of a bill. This is not the case; he is helping to defeat the bill without the courage of saying so.



two years, payable during the first regular session of the General Assembly held after the general election for members of the House of Representatives. Each member also receives a sum of fifty dollars for each session and an allowance for traveling expenses.

### THE SENATE

The Senate is composed of fifty-one members; one from each of the senatorial districts in the State. Senators from the even numbered districts are elected at the same time as the Governor in the years divisible by four. Those from the odd numbered districts are elected in the even numbered years not divisible by four.

No person is eligible to the office of Senator who has not been for five years a resident of the State and of the senatorial district two years preceding his election, and who is not at least twenty-five years of age.

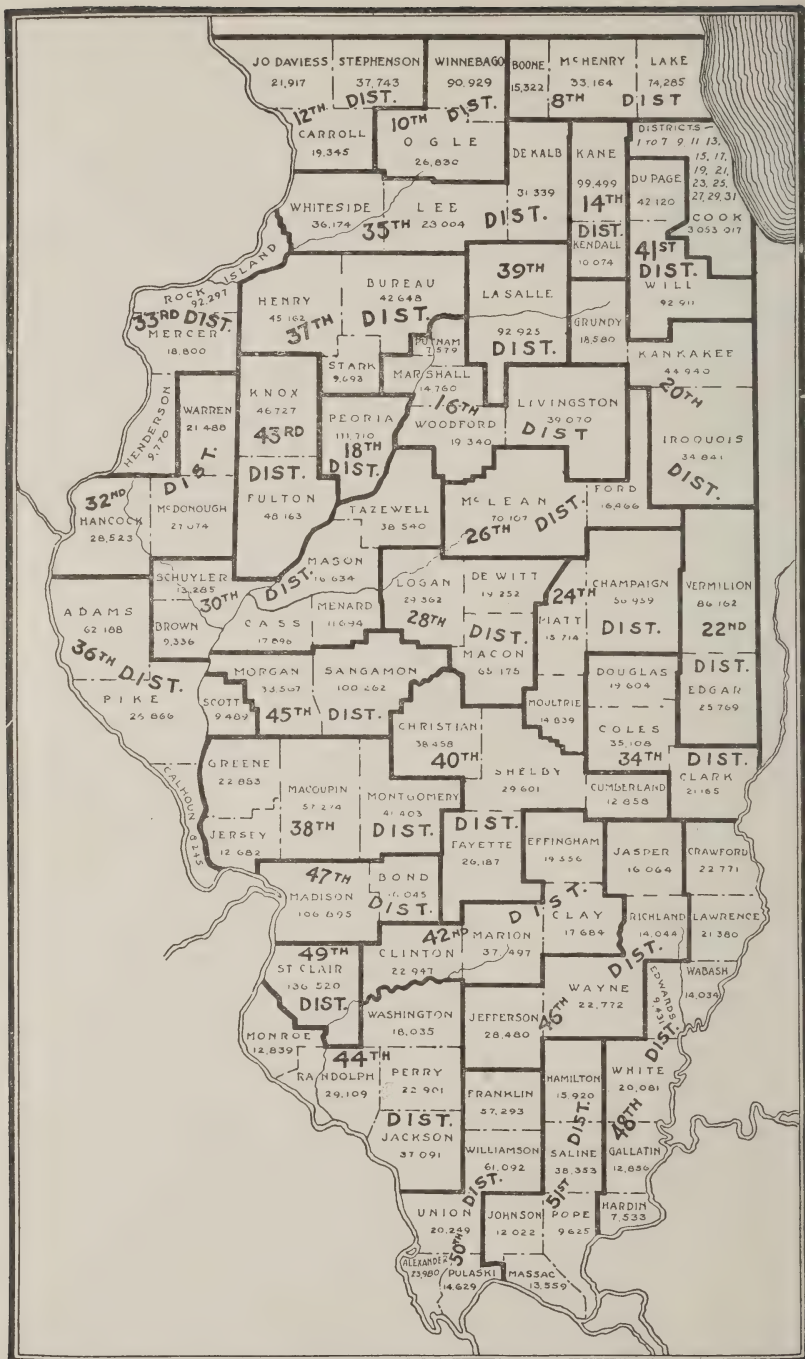
The Senate elects a President *pro tempore*, who is a member of the Senate, and who serves when the Lieutenant Governor for any reason is not present.

All impeachments shall be tried by the Senate and it takes a two-thirds vote of all Senators elected to convict. When the Governor of the State is tried the Chief Justice presides.

### THE HOUSE OF REPRESENTATIVES.

The House of Representatives is composed of one hundred and fifty-three members; three members from each of the fifty-one senatorial districts. The entire body is elected every even numbered year.

The presiding officer is called the Speaker of the House. He is always a member of the House and is elected by that body. In case the Governor, Lieutenant Governor and President *pro tempore* of the Senate become incapable of performing the duties of Governor, the same shall devolve upon the Speaker of the House.



The residence requirements are the same for Senators and Representatives. A Representative shall be at least twenty-one years of age.

The House of Representatives has the sole power to institute impeachment proceedings.

## Executive Department

"The executive department shall consist of a Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, Treasurer, Superintendent of Public Instruction and Attorney General, who shall, each, with the exception of the Treasurer, hold his office for a term of four years from the second Monday in January next after his election." The Treasurer holds his office for two years and is not eligible to serve two consecutive terms.

### GOVERNOR

"The supreme executive power shall be vested in the Governor, who shall take care that the laws be faithfully executed. He is commander-in-chief of the military and naval forces of the State (except when they shall be called into the service of the United States) and may call out the same to help execute the laws, suppress insurrections, and repel invasions."

His principal duties are as follows: To inform the General Assembly of the condition of the State and recommend measures that he may deem expedient; to call extra sessions of the General Assembly; to adjourn the General Assembly in cases of disagreement between the two Houses with respect to the time of adjournment; to appoint certain officers with the consent of the Senate; to make appointments to fill vacancies; to remove from office for cause any officer he has appointed; to grant reprieves, commutations and pardons of convicts; to sign or veto bills passed by the General Assembly.

He is ex-officio member of the board of trustees of the University of Illinois, of the Normal School Board of the five normal schools, and of a number of other boards and commissions.

No person is eligible to the office of Governor or Lieutenant Governor who has not attained the age of thirty-five years, and who has not been a citizen of the United States and of this State for five years. The annual salary is twelve thousand dollars.

#### LIEUTENANT GOVERNOR

In case of death, conviction on impeachment, resignation, absence from the State or other disability of the Governor, the powers, duties and emoluments of the office shall devolve upon the Lieutenant Governor. He is President of the Senate and has a vote only when the Senate is equally divided. The annual salary is five thousand dollars.

#### SECRETARY OF STATE

The Secretary of State is the keeper of the "Great Seal of the State of Illinois;" he has charge of the records of the State; he is custodian of the property, buildings, and grounds belonging to the State situated in the city of Springfield; he calls the House of Representatives to order at the opening of each new Assembly and presides until the temporary speaker has been chosen and takes his seat; he certifies the official acts of the Governor; he certifies all laws enacted by the Legislature; he is ex-officio secretary of the Court of Claims; and performs such other duties as may be required by law. He is required to give bond for one hundred thousand dollars. The annual salary is seven thousand five hundred dollars.

#### AUDITOR OF PUBLIC ACCOUNTS

The Auditor keeps all the accounts of the State; he keeps account of all moneys due the State or which may be paid into the State treasury, and signs

orders to the Treasurer to receive the same; he signs all warrants for moneys paid out by the Treasurer and countersigns all receipts given by him. His bond is fifty thousand dollars, or more if required. The annual salary is seven thousand five hundred dollars.

#### **TREASURER**

On order of the Auditor of Public Accounts the Treasurer receives money due the State. If the Treasurer should receive money without an order from the Auditor, he would be removed from office. He keeps account of all money received and pays out the same on warrant of the Auditor. His bond is five hundred thousand dollars and an additional amount when required. The annual salary is ten thousand dollars.

#### **SUPERINTENDENT OF PUBLIC INSTRUCTION**

The Superintendent of Public Instruction supervises the common and public schools in the State; grants State certificates to teachers; is the legal advisor of school officers; advises and assists the county superintendents of schools; and has the power to have school funds due from the State withheld from the county superintendents, school officers or teachers who have not met the requirements of the law.

He is ex-officio member of the Board of Trustees of the University of Illinois and of the Normal School Board of the five normal school in the State. The annual salary is seven thousand five hundred dollars.

#### **ATTORNEY GENERAL**

The Attorney General represents the State before the Supreme court in cases in which the State is interested. Upon request he gives written opinions upon constitutional or legal questions to the Governor, to the other State officers, and to either branch of the Legislature. When, in his judgment, the in-



terest of the State requires it, he shall attend the trial of any party accused of crime, and assist in the prosecution. He performs other duties that may be required. The annual salary is ten thousand dollars.

#### TRUSTEES OF THE UNIVERSITY OF ILLINOIS

To the seven State offices created by the constitution, the statutes enacted by the General Assembly, have added the Board of Trustees of the University of Illinois. There are nine members and they are the only other officers that are elected by the people of the State as a whole. Three trustees are elected every even numbered year at the general election in November. Their term of office is six years from the second Tuesday in March following their election.

#### CIVIL ADMINISTRATIVE CODE

In 1917 the Legislature abolished a large number of boards and commissions and transferred their duties to relative departments in the civil administrative code created for the purpose of unifying and centralizing related powers and functions. All offices created by the civil administrative code shall be filled by appointment of the Governor by and with the advice and consent of the Senate. There are nine departments and the head of each department is called a director. The departments are subdivided into boards and commissions employing more than two hundred officials, a number of whom serve without compensation; the others serve with salaries ranging from five hundred to seven thousand dollars.

#### DEPARTMENTS

**The Department of Finance.**—The principal functions of this department are to prescribe and install a uniform system of bookkeeping, accounting and reporting; to study the whole field of governmental needs, to prepare and to submit to the Governor a State budget, and to perform other duties per-

taining to State finances. The tax commission is included in this department.

**The Department of Agriculture** is charged with the administration of all State laws relative to foods and dairies, animal industry and veterinary science, game and fish, apiary inspection and plant industry.

**The Department of Labor** has for its general functions the improvement of labor conditions. The department enforces the inspection laws having to do with licensed employment agencies; enforces the laws regulating factories, workshops, stores and other industries where labor is employed; supervises and regulates all State free employment agencies.

**The Department of Mines and Minerals** enforces the State laws relative to the operation of mines, the condition under which the miners work, mine inspection, and the investigation of fires and other accidents.

**The Department of Public Works and Buildings** supervises and has charge of all construction work such as highways, canals and waterways, public buildings, monuments and memorials. It supervises the State printing and purchases all supplies for the other State departments.

**The Department of Public Welfare** is charged with the administration of all charitable and penal institutions in the State; the provision of humane and scientific treatment of our unfortunates and their education so far as possible; the study of the causes of delinquency and mental, moral and physical defects. The department investigates and reports fully to the Governor on all applications for pardons.

**The Department of Health** is charged with the administration of all State health and sanitation laws, and has general supervision of the interests of health and lives of the people of the State.

**The Department of Trade and Commerce** administers the laws relating to insurance, grain inspection, fire prevention, weights and measures, the purity of illuminating oils and gasoline. The Illinois Commerce Commission which regulates the public utilities, is included in this department.

**Department of Registration and Education** has supervision of the five normal schools of the State; it acts as an investigating body for the other departments through the State surveys, (Geological, Natural History, and Water), and the State Museum; it is charged with the administration of laws regulating architecture, barbering, chiropody, dentistry, embalming, horse shoeing, medicine, nursing, optometry, pharmacy, plumbing, structural engineering, and veterinary medicine, and has an examining board for each of these professions, trades and occupations.

#### **COURT OF CLAIMS**

The Court of Claims is an important auxiliary to the Executive Department of the State Government. It consists of three judges appointed by the Governor by and with the advice and consent of the Senate. The duty of this court is to hear and determine claims against the State, and to determine the liability of the State for accidental injuries or death suffered in the course of employment by any employe of the State.

No appropriation shall be made by the General Assembly to pay any claim or demand over which the Court of Claims is given jurisdiction, unless an award thereof has been made by the Court.

#### **CIVIL SERVICE**

The civil service includes all service rendered to and paid by the State or Nation other than that pertaining to the naval or military affairs.

In addition to the elective offices the State has a large army of civil employes numbering over ten

thousand. For the most part these employes were formerly selected for political reasons without much regard as to fitness.

In 1905 the State Civil Service Law was enacted whereby a civil service commission consisting of three members is appointed by the Governor. This commission provides for examinations under the classified service before appointments are made. The examinations are free to all citizens of the State and no questions are allowed regarding political or religious opinions. The applicant who ranks highest in the examination is the one recommended for appointment. About three-fourths of the State employes are under classified civil service. The law is sometimes evaded by making temporary appointments.

## Judicial Department

The Judicial powers of the State are vested in one Supreme Court, the Appellate, Circuit, County, and Probate courts, justices of the peace, police magistrates, and in such courts as may be created by law in and for cities and incorporated towns. The judges of the Supreme Court and for the Circuit Courts are elected on the first Monday in June for the purpose of separating their election date from the general election and of removing the courts as far as possible from party politics.

### SUPREME COURT

"The Supreme Court shall consist of seven judges," one elected from each of seven judicial districts, "and shall have original jurisdiction in cases relating to the revenue, in *mandamus* and *habeas corpus*,"\* and appellate jurisdiction in all other cases. One of the said judges shall be Chief Justice; four

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\***Mandamus.** A writ issued by a superior court and directed to some inferior tribunal, corporation or person having authority, commanding the performance of some specified duty. **Habeas Corpus.** A writ having for its object to bring a party before a court or judge.

shall constitute a quorum, and the concurrence of four shall be necessary to every decision." The judges serve for terms of nine years each. No person is eligible to the office of judge of the Supreme Court unless he shall be at least thirty years of age and shall have resided five years in the State next preceding the election, and shall be a resident in the district from which he is elected. The terms of the court are held at Springfield in the Supreme Court building. The annual salary of each judge elected after the first Monday in June 1924 shall be fifteen thousand dollars.

One clerk of the Supreme Court is elected every ~~six~~ years at the general election in November. His annual salary is seven thousand five hundred dollars.

### APPELLATE COURTS

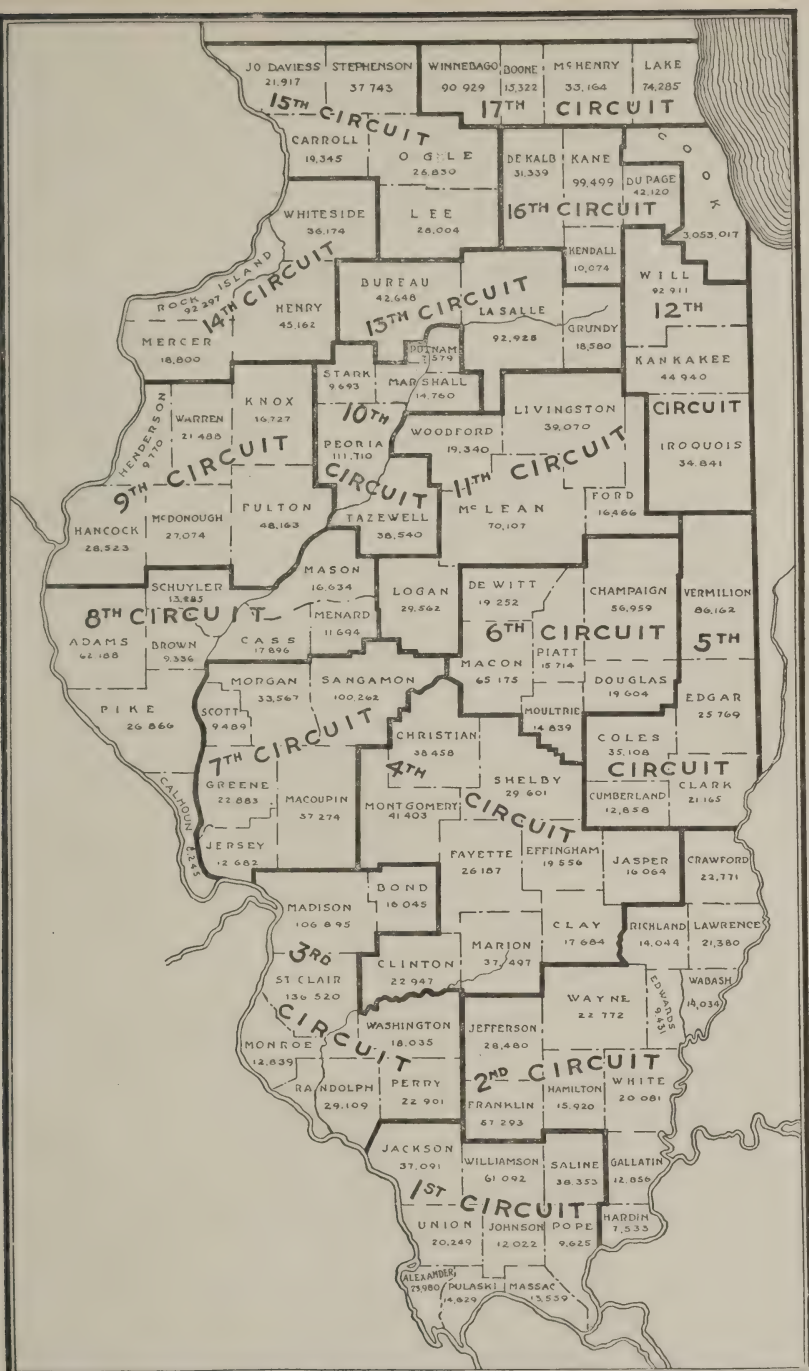
There are four Appellate Courts in the State, one in each of the appellate court districts. There are three judges of each court chosen by the Supreme court from judges of the circuit courts in their respective districts. The term of the appellate court judge is three years. At least two judges must agree in every decision. No judge shall sit in review upon cases decided by him in the lower courts. Branch appellate courts may be created when there are sufficient number of cases pending. The appellate courts have no original jurisdiction, they review cases appealed to them from the lower courts. In some cases their decision is final and in others an appeal may be made to the Supreme Court.

There is one clerk of the appellate court in each district, elected at the general election in November.

### CIRCUIT COURTS

There are eighteen judicial circuits. Cook County is not numbered; it comprises one entire circuit and has twenty judges. The other seventeen circuits are numbered and have three judges for





Map of Illinois Showing Judicial Circuits and Population of Counties.

each circuit. Circuit judges serve for a term of six years. The circuit courts have both original and appellate jurisdiction.

A clerk of the circuit court is elected in every county at the regular election of county officers and serves for four years.

### COUNTY COURTS

There is one county judge and one clerk of the county court in each county. Their term of office is four years. They are elected at the general election of county officers in November, and enter upon their duties the first Monday in December after election.

The county courts are courts of record; they have original jurisdiction in all matters of probate; settlement of estates; appointment of guardians and conservators; in matters relating to apprentices; in proceedings for the collection of taxes and assessments. They have concurrent jurisdiction with circuit courts in certain cases where the amount claimed, or the value of the property in controversy does not exceed one thousand dollars; and in criminal cases where the punishment is not imprisonment in the penitentiary or death.

### PROBATE COURTS

Counties having a population of over seventy thousand may have a probate judge and a clerk of the probate court. They are elected at the same time as the county judge and county clerk and serve for the same length of time.

Probate courts have original jurisdiction in all probate matters. The county and probate judges may interchange with, and hold court for each other, and perform each other's duties when they find it necessary or convenient.

### SUPERIOR COURT OF COOK COUNTY

The superior court of Cook County was created by the state constitution of 1870, and takes the place

of the old superior court of Chicago. Cook County is the only county in the state having this court. It has the same jurisdiction and power as the circuit court.

There are now twenty-eight judges of the superior court, they hold office for six years but are not all elected at the same time.

The clerk of the superior court is elected every four years, at the general election in November.

### CRIMINAL COURT OF COOK COUNTY

This court is also peculiar to the county of Cook, and was created by the constitution of 1870 out of the Recorder's Court of the city of Chicago. It has the same jurisdiction as a circuit court in all cases of a criminal nature arising in Cook County. There are no special judges elected for this court. It is presided over by judges from the circuit court and superior court of Cook County.

The clerk of the criminal court is elected at the same time and for the same length of term as the clerk of the superior court.

### JUVENILE COURTS

In counties having over five hundred thousand population (Cook County is the only one), the judges of the circuit court selects one of their number to be the judge of the juvenile court. In other counties, the juvenile court is in the hands of the county judge.

This court has the care, guardianship, and control of "dependent," "neglected," and "delinquent" children.

It is within the power of this court to take a child away from its parents or guardians when they are immoral, or otherwise unfit to care for it, or when it is for the best interest of the child, and place it under the guardianship of some suitable person appointed by the court.

If in the judgment of the court it is to the best interests of the state and to the best interests of the child, it may be committed to some institution such as the St. Charles School for Boys, or State Training School for Girls, or to some association that will receive it.

If a parent or parents are able to contribute to the support of a child taken in charge by the court, the judge may require them to pay a reasonable sum toward its support.

In case the parent or parents are poor and unable to provide for the child, but are otherwise proper guardians, the child may be allowed to stay with the parents and the judge may designate a certain amount to be paid for the care of the child.

Under the Mothers' Pension Fund Act an allowance is granted under certain conditions to mothers with small children. This allowance shall not exceed fifteen dollars per month when a mother has but one child under fourteen years of age, and in counties having a population of over three hundred thousand the allowance shall not exceed twenty-five dollars; if she has more than one child under such age, the relief granted shall not exceed ten dollars per month for each additional child, and in counties having a population of over three hundred thousand the allowance shall not exceed fifteen dollars for each additional child. The husband, if unable to work, may remain in the home provided his presence is not a menace to the physical and moral welfare of the mother and children; otherwise the judge requires that provision be made for his care elsewhere.

The judge may appoint one or more probation officers. The probation officer makes investigations as may be required by the court regarding a child that has been reported; is present when the child's case is heard; takes charge of the child before and after trial as the court may direct; and in cases

where relief is granted, visits and supervises the families, under the direction of the court.

One object of the juvenile court is to give youthful offenders and neglected children a chance. A child can not be confined with an adult prisoner nor be kept in the same enclosure; and no child under twelve years of age can be committed to a jail or to a police station.

### POLICE MAGISTRATE

Cities, villages, and incorporated towns may elect one police magistrate every four years at the regular city election. The year of their election is not the same in all parts of the state. They have the same jurisdiction as justices of the peace; but a justice of the peace can not hold the office of police magistrate.

### CITY COURTS

A city having a population of three thousand, or over, may establish a city court with one or more judges (not exceeding five), according to population. Such city may also elect one clerk of the city court. To establish a city court, the proposition must be submitted to the voters of the city at an election, and must pass by two-thirds of the votes cast at such election.

The judges and clerk of the city court are elected in the same manner as other city officers; but not at the same time, and hold office for a term of four years. The city officials fix the time of election.

The city court has concurrent jurisdiction with the circuit court in all civil and criminal cases arising within the city.

### MUNICIPAL COURT OF CHICAGO

The city of Chicago does not have a city court as do some other cities in the state, but has what is called a municipal court.

Under an amendment to the State Constitution, the city of Chicago was granted the right to abolish



the offices of justice of the peace, police magistrate, and constable; these offices were abolished in 1907 and the municipal court was established. Branch courts are held in different parts of the city.

Cases formerly tried by justices of the peace and police magistrates are under the jurisdiction of this court; it also has jurisdiction in certain cases where the amount in controversy does not exceed one thousand dollars, and in certain criminal cases where the punishment is not confinement in the penitentiary, or death. The office of constable is taken by the bailiff of the court who performs such duties as are usually performed by sheriffs. There is also a clerk of the court, whose duties are practically the same as those of a clerk of the circuit court.

There are thirty-seven judges of the municipal court; one of whom is the chief justice, the others are associate judges.

The judges, clerk, and bailiff serve for terms of six years each.

## County Government

The counties are subordinate to the State and derive their powers from the same source—the constitution of 1870 and the statutes enacted by the General Assembly. There are one hundred and two counties in the State.

Each county is a body politic and corporate, and as such may sue and be sued, and has the power to purchase and hold real estate and personal property; to sell or lease its property; to make contracts; to enforce laws for the prevention of cruelty to animals; to cause to be erected and maintained a sanitarium for the care and treatment of tuberculosis where such sanitarium has been authorized; to cause to be erected and maintained a detention home for the temporary care and custody of dependent and delinquent children; to cause to be erected suitable buildings and to maintain a county hospital for

the care of the sick and other persons who may be proper charges upon the county; to purchase and hold real estate for the preservation of forests, and for the purpose of preserving historical spots; to appropriate funds for the control of tuberculosis among domestic cattle; to take all necessary measures to prevent forest fires and to encourage the planting of trees. The powers of the county shall be exercised by the county board.

### COUNTY BOARD

The county board has the care and custody of all real and personal property owned by the county. It has the power to manage the county funds and county business, except as otherwise specifically provided; to appropriate a sum not to exceed three hundred dollars to be used for educational or agricultural exhibits at the county fair; a sum not to exceed two hundred and fifty dollars for a poultry exhibit; a sum not to exceed three hundred dollars for the county farmers' institute; a sum not to exceed five thousand dollars per annum to associations organized for the improvement of general agricultural or home conditions. It is the duty of the board to provide and keep in repair the court house, jail and other county buildings; to provide proper rooms and furniture for the courts of record in the county; to provide suitable rooms, books, stationery, printing and postage for the county offices; to select the grand jurors and to submit the lists from which the petit jurors are drawn, except in Cook County a jury commission of three members is appointed by the judges of the courts of record; to submit lists of names from which the State Department of Public Works and Buildings determines by competitive examination the person or persons best fitted for the office of county superintendent of highways, and from the number found eligible the county board appoints the superintendent.

There are three kinds of county boards—

**1. Board of County Commissioners.**—In the sixteen counties not under township organization three commissioners are elected by the entire county; one each year for a term of three years. They are elected at the regular county election in November and enter upon their duties the first Monday in December after election. The commissioners constitute the board of health and board of review for the county.

**2. County Board of Supervisors.**—In the eighty-four counties under township organization outside of Cook county, the board consists of one supervisor from each township in the county and assistant supervisors in townships of sufficient population. (See Township Government.) Supervisors in one-half the townships are elected every year. The chairman of the board of supervisors and two citizens appointed by the county judge constitute the county board of review.

**3. Cook County Board of Commissioners.**—The affairs of Cook County are managed by a board of fifteen commissioners, ten of whom are elected from the city of Chicago and five from the towns outside of the city. The members are elected every four years at the regular county election in November and enter upon their duties the same time as other county officers. The Cook County board has extensive extra duties among which is to appoint a number of important committees and officials.

#### COUNTY OFFICERS

**Election.**—The first Tuesday after the first Monday in November.

**Term of Office.**—Four years unless otherwise stated.

**Salaries.**—The salaries of county officers vary according to the class of the county based upon the number of inhabitants as ascertained by the federal

census of the year 1900. Counties are classified as follows: *First Class*—Counties containing a population not exceeding twenty-five thousand. *Second Class*—Counties containing a population over twenty-five thousand and not exceeding one hundred thousand. *Third Class*—Counties containing a population exceeding one hundred thousand. Cook is the only third class county.

**Qualifications.**—No one may be elected to a county office who has not been a resident of this State for one year before election.

**Re-Election.**—The sheriff and treasurer are not eligible to serve for two consecutive terms.

## DUTIES

**Sheriff.**—The sheriff is custodian of the court house and jail except as otherwise provided. He serves writs and processes from the courts of record in the county. He is conservator of the peace, prevents crime, and suppresses riots. In counties not under township organization he is the district and county collector of taxes. He is responsible for the actions of his deputies. If a prisoner is lynched while in the custody of the sheriff the Governor declares the office vacant.

**Coroner.**—The coroner holds inquests in cases of death from unknown causes or from violence. He acts as sheriff when the office of sheriff is vacant; while acting in such capacity he has the same powers and is liable to the same penalties as the sheriff.

**Clerk.**—The county clerk is the keeper of the seal of the county. He keeps a record of all notaries public, justices of the peace and constables in the county; keeps a record of births and deaths; files all wills entered for probate; issues marriage licenses and records the certificates when returned; lists the real estate in the county to be assessed and prepares

the tax books for the use of assessors; acts as clerk of the county court and county board and performs many other duties that are required. He has extensive election duties. For the State and county elections he has the ballots printed for the entire county; is on the county canvassing board; sends returns of State officers to the Secretary of State; issue certificates of election to the county officers and performs other duties. The clerk of Cook County is ex-officio clerk of all the townships within the city limits of Chicago. He is also comptroller of financial affairs with a long list of important duties attached.

**Treasurer.**—The treasurer keeps an account of all money belonging to the county and pays out the same on order of the county board. He is ex-officio assessor in counties not under township organization, and is ex-officio collector and supervisor of assessments in counties under township organization. The treasurer of Cook County is ex-officio collector and supervisor of the townships within the city limits.

**Surveyor.**—The surveyor makes all surveys that he may be called upon to make in his county.

**County Superintendent of Schools.**—The superintendent visits all the schools in the county; gives advice to teachers and school officers that he may deem expedient; issues teachers' certificates; holds institutes, and performs other specified duties.

**States Attorney.**—The states attorney defends all actions brought against the county and prosecutes all actions brought against all offenders of the law in the county, either civil or criminal. He gives his opinion without fee, to any officer of the county and to justices of the peace, upon any question of law in which the county may be concerned. He assists the Attorney General whenever it may be necessary, and performs other duties.

**Recorder.**—The recorder records deeds, mortgages, contracts and other important documents in



books provided for that purpose. In a county that requires the recorder to keep a set of books showing complete abstracts of title to real estate, he is authorized to make certified copies of abstracts and to charge certain fees according to the class of the county. Certificates of discharge of members of the military, aviation and naval forces of the United States are recorded free. In counties of less than sixty thousand inhabitants the clerk of the circuit court shall be ex-officio recorder of deeds.

**Auditor.**—Counties, under township organization containing over seventy-five thousand and less than three hundred thousand inhabitants, elect a county auditor. He audits all claims against the county and recommends the payment or rejection of bills. He keeps a record of contracts entered into by the county board and county officers, and performs numerous other duties. In Cook County the auditor is appointed by the county commissioners.

**Board of Assessors in Cook County.**—The assessments of all property both real and personal in Cook County is under the supervision of the board of assessors. The board consists of five members who serve for a term of six years each. Either one or two are elected every even numbered year.

**Board of Review in Cook County.**—The Board of review consists of three members who hold office for a term of six years each. One is elected every even numbered year. They revise the whole or any part of the assessments. They assess all property subject to assessment that has been overlooked by the board of assessors, and make necessary alterations in the description of property. They also hear and determine applications for exemption from taxation of certain property, and for a reduction in the valuation of property.

**Highway Commissioners.**—Counties not under township organization are divided into road dis-

tricts with one commissioner and a clerk. The clerk is ex officio treasurer of the road and bridge fund. These officers serve for terms of four years each.

## Township Government

There are three kinds of townships, each established for a distinct purpose—

**1.—The Congressional Township**, used in the United States land survey for the purpose of describing land. Each is as nearly six miles square as it is possible to make it.

**2. The School Township**, established from congressional townships solely for school purposes.

**3. The Organized Township**, a subdivision of the county, and subordinate thereto, organized for local government with its town meetings and town officers. No two townships in the State may have the same name.

### ORGANIZED TOWNSHIPS

**Town Meetings.** The regular town meetings are held on the first Tuesday in April for the purpose of electing township officers and for the transaction of township business. Special meetings may be held upon the call of the supervisor, town clerk, and a justice of the peace, or upon the call of any two of these officers and fifteen voters of the township. The presiding officer at the town meetings is called a moderator.

**Election.**—On the first Tuesday in April.

**Term of Office.**—Two years unless otherwise specified; term begins the first Monday in May after the election.

**Qualifications.**—No one is eligible to a township office who is not a legal voter and who has not been a resident of the township for one year before election.

## OFFICERS

**Supervisor.**—The most important office is that of supervisor. He is ex-officio overseer of the poor in his township; he is ex-officio treasurer of the road and bridge fund, and is virtually treasurer of his township, but not of the school fund; the supervisor, clerk, and justices of the peace constitute the board of auditors of the township; the supervisor is ex-officio judge of the election in his township, except as otherwise provided by law. Beside his duties in the township, the supervisor is a member of the county board.

**Assistant Supervisors** are elected according to population. One assistant may be elected for a township having a population of four thousand and an additional assistant for every additional two thousand five hundred additional inhabitants. They are members of the county board but have no township duties.

**Clerk.**—The clerk keeps a record of the town meetings; calls the meetings to order and presides until the moderator is elected; files with the county clerk the list of officers elected in the township and notifies such officers of their election. He is clerk for the highway commissioner of the township.

**Assessor.**—The assessor receives the necessary books and blanks from the supervisor of assessments (county treasurer), and after assessing the property in the township he returns them to the same officer.

**Highway Commissioner.**—The highway commissioner has general charge of roads and bridges in the township, keeps the same in repair and improves them so far as practicable. The term of office is four years.

**Justices of the Peace.**—There are two in number who hold their office for four years. The number may be increased according to population, but not more than five men can be elected in one township or

precinct. They have jurisdiction in certain cases where the amount claimed is not over two hundred dollars. Counties not under township organization elect two justices of the peace in each voting precinct at the regular county election in November; they serve for four years from the first Monday in December following.

**Constables.**—They are elected under the same conditions and are the same in number as justices of the peace. They keep the peace by arresting all offenders of the law, and serve writs issued by justices of the peace or police magistrates.

**The Township Government of Cook County,** outside the city limits of Chicago is the same as in the counties under township organization in other parts of the State, except that the supervisors and assistant supervisors of such townships are not members of the county board. Township government has practically been abolished in the townships lying wholly within the city limits of Chicago.

## SCHOOLS

**Elections.** All School elections are held on the second Saturday in April unless otherwise stated.

**School Townships.**—Each Congressional township constitutes a township for school purposes, provisions being made for consolidating fractional townships. The school township has but four township officers—three trustees and one treasurer. One trustee is elected each year and serves three years. The election is on the first Tuesday in April where the boundaries of the school townships coincide with the boundaries of organized townships, and in townships where boundaries do not coincide the election is held on the second Saturday in April. Every even numbered year the trustees elect a treasurer, who acts as custodian of the township and district school fund and is ex-officio clerk of the board of trustees. A school trustee or director is not eligible to be elected as treasurer.



**School Districts.**—The townships are divided into school districts which are known by number and governed by school boards.

A School District having a population of less than one thousand, and not governed by any special Act, elects a board of directors consisting of three members, one of whom is elected each year for a term of three years.

A School District of not less than one thousand and not more than one hundred thousand inhabitants, and not governed by any special Act, elects a board of education consisting of a president and six members, and three additional members for every additional ten thousand inhabitants. Provided, however, that in no case shall the board consist of more than fifteen members. The president and one third of the board are elected annually. A proposition to extend the tenure of office of the president to a term of two years or of three years may be submitted at any school election or special election, and if carried the term of office shall be for either two or three years as specified in the proposition. The president shall preside at all meetings but shall have no vote except in case of a tie.

A Kindergarten may be established in connection with any public school upon petition signed by a majority of the parents or guardians of children between the ages of four and six years residing within the school district. Such petition must be signed by at least fifty persons living within one mile of the school. The necessary expenses are paid from the school funds of the district.

A Community Consolidated School District may be organized by uniting contiguous territory bounded by school district lines. A petition for such consolidation must be signed by twenty per cent or two hundred legal voters residing within such territory. In order to carry the proposition, there must be



a majority vote both inside the corporate limits of any city, town or village that may be situated within such contiguous territory and by a majority vote in the territory situated outside of such corporate limits. The board of education consists of a president and six members. Free transportation is provided for pupils residing at a distance from the school.

**Township High Schools.**—Upon petition of fifty legal voters a township may establish a township high school by a majority vote of the electors voting at an election held for such purpose. The board of education elected shall consist of five members, two of whom shall serve for one year, two for two years and one for three years. At all subsequent elections the member or members shall be elected for terms of three years each.

**Community High Schools.**—Upon petition of five per cent of the legal voters residing in any compact and contiguous territory, in which there would be a probable attendance of seventy-five or more students, whether in the same or different townships, and including within its limits a community center, a community high school may be established in such territory, by a majority vote of the electors voting at an election held for such purpose. The board of education shall consist of five members elected on the third Saturday in April in the same manner as for a township high school.

**The Non-High School District** includes all the parts of the county wherein there is no high school. It is organized for the purpose of levying a tax to pay the tuition of the eighth grade graduates to a recognized high school. The board of education consists of three members, one elected each year. The county superintendent is ex-officio member of the board and secretary thereof but has no vote.

**In Cities of More Than One Hundred Thousand Inhabitants** the board of education shall consist of eleven members appointed by the mayor with the approval of the council. They serve for a term of five years each. Two are appointed each year except that one year out of five, three are appointed. The board elects annually, from its own number, a president and a vice president.

## **Cities, Villages and Incorporated Towns**

Prior to the year 1870 incorporated towns and cities were organized and regulated mainly by special charters. The constitution of 1870 prohibited special legislation for cities, villages or towns, and a general cities and villages law was enacted in 1872 which did not provide for further organizing of incorporated towns. This law forms the basis for the government of the municipal corporation in the State. The law provided for the reincorporation of the previously existing municipalities, and most of them did reincorporate. However, at the last enumeration there were still five cities, thirteen incorporated towns and five villages operating under their old charters. The laws regulating cities and villages, wherever applicable, include incorporated towns.

### **CITY OFFICERS**

Some cities have commissioners for park districts, sanitary districts, members of library boards and other boards and commissions elected, but the regular elective officers, provided for all cities operating under the aldermanic plan, consist of mayor, clerk, treasurer, police magistrate, and two aldermen from each ward in the city. These officers are elected every two years except the police magistrate who serves four years. The city treasurer is not eligible to serve for two consecutive terms.

## POWERS AND DUTIES

**Mayor.**—The mayor presides at the meetings of the council but has no vote except in case of a tie. It is his duty with the consent of the council to appoint a city attorney. He may with the consent of the council appoint a number of other officers, among them a corporation counsel who may or may not be the city attorney. Annually or oftener he is entitled to present to the council a message containing information relative to the affairs of the city and to recommend measures that he may deem expedient; he may veto ordinances passed by the council, but by a two-thirds vote of its members, the council may pass an ordinance over his veto; within the city limits he may exercise the same powers as the sheriff to suppress disorder and to keep the peace; he may make arrests without process, and may call out the militia, subject to the authority of the Governor, to suppress riots and other disorderly conduct.

**City Council.**—The council is composed of two aldermen from each ward in the city, one of whom is elected every year. It enacts the ordinances that govern the city. It has the power to control the finances of the city; to lay out, widen, pave or otherwise improve the streets and alleys; to provide for the lighting and cleaning of the streets; to regulate traffic and to regulate the speed of cars and locomotives inside the city limits, and to make other regulations included in a long list of powers and duties. It may provide for city planning and zoning.

**City Planning.**—Any municipality shall have the power to create a *plan commission*. The number of members and the mode of appointing shall be prescribed by an ordinance, except that the mayor (or president of the board of trustees) and the president of the board of local improvements shall be ex-officio members of the commission.

It shall be the duty of the commission to prepare and recommend to the council (or board of trustees) a comprehensive plan of public improvements looking to the present and future development of the municipality. Such plan may include reasonable requirements with reference to streets, alleys and public grounds in unsubdivided lands within the corporate limits, and outside to a distance of not more than one and one-half miles and not included in any municipality.

**Zoning.**—Under the zoning system created for the purpose of conserving the value of property, of beautifying the city, and of promoting comfort, safety and health, the council has power to classify and regulate the size and height of buildings and other structures; to regulate the location of trades, business and residential districts; and to divide the entire municipality into districts for the different classes of structures in order to make them more uniform and systematic in appearance.

**Clerk.**—The clerk keeps the corporate seal of the city and all papers belonging to the city. He attends the meetings of the council and keeps a record of its proceedings in the journal.

**Treasurer.**—The treasurer has charge of the city funds. He shall keep all moneys belonging to the city separate and distinct from his own moneys; he is prohibited from using, either directly or indirectly, any of the city's money for his own use and benefit. He pays out money only upon warrants signed by the mayor and clerk, or comptroller if such officer has been appointed.

**Police Matrons.**—In cities having a population of sixteen thousand or more, it is the duty of the mayor, subject to the confirmation of the council, to appoint for a term of one year, one or more police matrons, who shall have charge of all female prisoners in the police station, city prison, workhouse or cala-



boose. In cities of more than fifty thousand inhabitants the appointments may be made by the mayor without being confirmed by the council.

**Free Employment Agencies.**—The State Department of Labor is authorized to establish and maintain free employment offices, for the purpose of receiving applications of persons seeking employment and of persons seeking to employ labor as follows: One in each municipality having a population of not less than twenty-five thousand; one in two or more contiguous municipalities having a combined population of twenty-five thousand; and in each city having a population of one million or over, one central office with as many departments as necessary, and with not more than four branch offices.

#### VILLAGES AND INCORPORATED TOWNS

The officers of a village or an incorporated town consist of six trustees, who constitute the village board, a president of the board, a clerk and a police magistrate and in incorporated towns of not less than twenty-five thousand inhabitants an assessor, a collector and a supervisor. Villages of not less than twenty-five thousand inhabitants may be divided into six districts, each district being represented by one trustee. But all of the trustees are elected by the electors of the entire village. All officers serve for terms of two years each, except the police magistrate, and in incorporated towns of not less than twenty-five thousand inhabitants the president, assessor, collector, supervisor and clerk serve four years. The treasurer and other officers are appointed by the president and board of trustees.

The president of the board shall perform the duties and exercise the powers conferred upon the mayor of a city; the trustees have the same duties and powers as the aldermen of cities; and the president and board of trustees have the same power as the mayor and city council and pass ordinances in like manner. The du-



ties of the other officers are practically the same as those of similar officers in cities.

### OTHER FORMS OF MUNICIPAL GOVERNMENTS

*Commission.*—Over sixty cities in Illinois have adopted the commission form of government. The commission plan may be adopted in any city or village, that has a population of less than two hundred thousand.

When the plan is adopted the wards are abolished and the mayor and four commissioners and the police magistrate are elected by the voters of the entire city. The names of all persons petitioning for the offices are printed on one ballot for the primary; and the two receiving the largest number of votes for mayor are the candidates for mayor, and the eight receiving the highest number of votes for commissioners are the candidates for commissioners at the general election. Their term of office is four years.

The mayor and the four commissioners constitute the city council. The mayor has a vote but has no veto power. The council appoints the other city officers except court officers. The administrative duties are distributed among five departments—public affairs, accounts and finances, public health and safety, public improvements and public property. The mayor is superintendent of public affairs and each of the commissioners has charge of one of the other departments. These officers are subject to recall and ordinances passed by them may be submitted to the electors of the city or village for approval and all franchises must be approved by the electors before they become effective.

*Managerial.*—Cities and villages with a population of less than five thousand may adopt the managerial form of government. The mayor serves two years and the four commissioners, two of whom are elected every two years serve four years each. The city manager is appointed by the council without regard to his political beliefs and may or may not be a resident when

appointed. The mayor is the recognized head of the city or village for ceremonial purposes but the manager is the administrative head and exercises control over all departments.

*Borough.*—Two or more contiguous cities, villages or incorporated towns situated in the same county may be united into one incorporated city. Each concurring city, village or incorporated town shall thereafter be known as the borough of (using its original name.) The name by which the united municipality is to be known, and the form of government, whether aldermanic or commission, under which it is to operate shall be decided at the same election when the vote is taken for the uniting of the different cities, villages or incorporated towns. Where the commission form is adopted, the council governing the city shall consist of a mayor and four commissioners, one to be elected from each borough and the balance of the four, if any, elected at large. Where the aldermanic form is adopted, the council governing the city shall consist of one mayor and aldermen, or members of a board of trustees, as the case may be.

## THE CITY GOVERNMENT OF CHICAGO

In 1904 the State constitution was amended in order to meet the special needs of Chicago. Special acts relating to the city government may now be passed by the State Legislature, but in all cases, subject to the approval of the voters of the city.

The principal elective officers of the city government proper, other than the Municipal Court, are the mayor, clerk, and treasurer, and fifty aldermen, one from each of the fifty wards in the city. The elections for mayor, clerk and treasurer, are held on the first Tuesday in April every four years, counting from 1923. An election for aldermen is held every odd numbered year the last Tuesday in February, the same date on which the primary is held for the other officers. In wards

where no candidate has received a majority of votes cast in his respective ward, a supplementary election shall be held on the first Tuesday in April. Whenever the election or the supplementary election occurs on the same day as the general or primary election for the other city officers the names of the candidates for aldermen shall be printed on a separate ballot, and no party name, circle or distinguishing mark of any kind shall be printed on such ballot.

In addition to the regular city government there are a large number of governing bodies exercising jurisdiction within the city. The Sanitary District includes the city of Chicago and some territory outside the city, and is controlled by a board of nine trustees elected by voters of the district. The Board of Education, the Library Board and the Municipal Tuberculosis Sanitarium are practically independent of the city government, though the members of the boards are appointed by the mayor. There are three large and fourteen small park districts each with its board of commissioners. The commissioners for the large districts are appointed (two boards by the Governor and one by the Circuit Court), and for the small districts are elected. Altogether there were in 1920, twenty-four local governing agencies within the city, and one hundred and six elective officers. There have been many theories advanced for the correction of these overlapping authorities, and the Legislature has also offered solutions, but so far none of them have met the approval of the voters.

**Mayor.**—The mayor receives an annual salary of eighteen thousand dollars. His duties are similar to those of the mayors of other cities, but he has much larger powers, especially his appointive power. Some of the employes and subordinate officials may be appointed under the civil service, but the heads of departments and all higher non-elective officials of the city are appointed by the mayor with the consent of

the council. There are about twenty departments, beside boards, bureaus, commissions, inspectors and officials for certain duties. Among the principal departments are Finance, with the comptroller at the head; Law, the head of which is the corporation counsel with his long list of assistants including the city attorney and prosecuting attorney; Fire, Police, and Health.

**Council.**—The city council is composed of the fifty aldermen. Its duties and powers are practically the same as in other cities.

**The Clerk and the Treasurer** have duties usual to those officers. The treasurer is also treasurer of a number of special funds.

## CHAPTER V

### THE NATIONAL GOVERNMENT \*

The National Government derives its authority from the Federal Constitution, which was adopted by the thirteen original States in 1789, and from the nineteen amendments that have been added since that time.

There are two methods of proposing amendments to the Constiution. *First*—Congress may by a two-thirds vote in both Houses, propose amendments. *Second*—The Legislature of two-thirds of the States may require Congress to summon a constitutional convention to draft and submit amendments.

There are also two methods of adopting amendments. *First*—An amendment must be ratified by three-fourth of the State Legislatures before it becomes effective. *Second*—Conventions may be called in the several States and three-fourths of the conventions ratify. It is left with Congress to choose the method of ratifying.

The nineteen amendments have been proposed and ratified by the first method.

The constitution presupposes the existence of state governments, and its jurisdiction is limited to those matters which are deemed common to the nation as a whole.

The functions of the National Government are divided into three departments—the Legislative, the Executive or Administrative, and the Judicial. These departments, to a large extent, are separate and independent of each other.

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\*Sources. Constitution of the United States; American Year Book; Chicago Daily News Almanac 1923; The Congressional Directory 1923; Bryce, The American Commonwealth; Garner, Government in the United States.



## The Legislative Department

The Legislative powers of the National Government are vested in a Congress, which consists of a Senate and a House of Representatives. The life of a Congress begins on the fourth day of March of every odd numbered year and is limited to two years. During that period it holds two sessions, which are known as the long and the short session. The first, or long session begins on the first Monday in December of every odd numbered year and lasts until the following July or August. The second, or short session, begins on the first Monday in December of every even numbered year and lasts until the fourth of March following. Special sessions are held upon the call of the President. The Congress of 1923 and 1924 is the sixty-eighth Congress.

### THE SENATE

In the Senate each state is represented by two senators. The senators of each state are elected by the voters of the entire state, as provided by the seventeenth amendment to the National Constitution. One-third of the senators are elected every even numbered years at the general election in November. They take their office on the fourth of March following their election, and serve for six years, and are eligible for re-election. Senators must be inhabitants of the state they represent; they must be at least thirty years of age, and have been citizens of the United States not less than nine years.

The Vice President of the United States is ex-officio President of the Senate, but without the privilege of debate or of voting, except in case of tie. Should the Vice President be absent, the Senate chooses one of its own number to be president *pro tempore*.

The functions of the Senate may be classed in three groups: Legislative, Executive and Judicial.

**Legislative.**—It, together with the House of Representatives, passes bills which become Acts of Congress with the consent of the President; or without his consent if they are passed over his veto by a two-thirds vote in each House.

**Executive.**—It approves or disapproves of treaties made by the President; or of his nominations of federal officers, including judges, ambassadors, other public ministers and consuls.

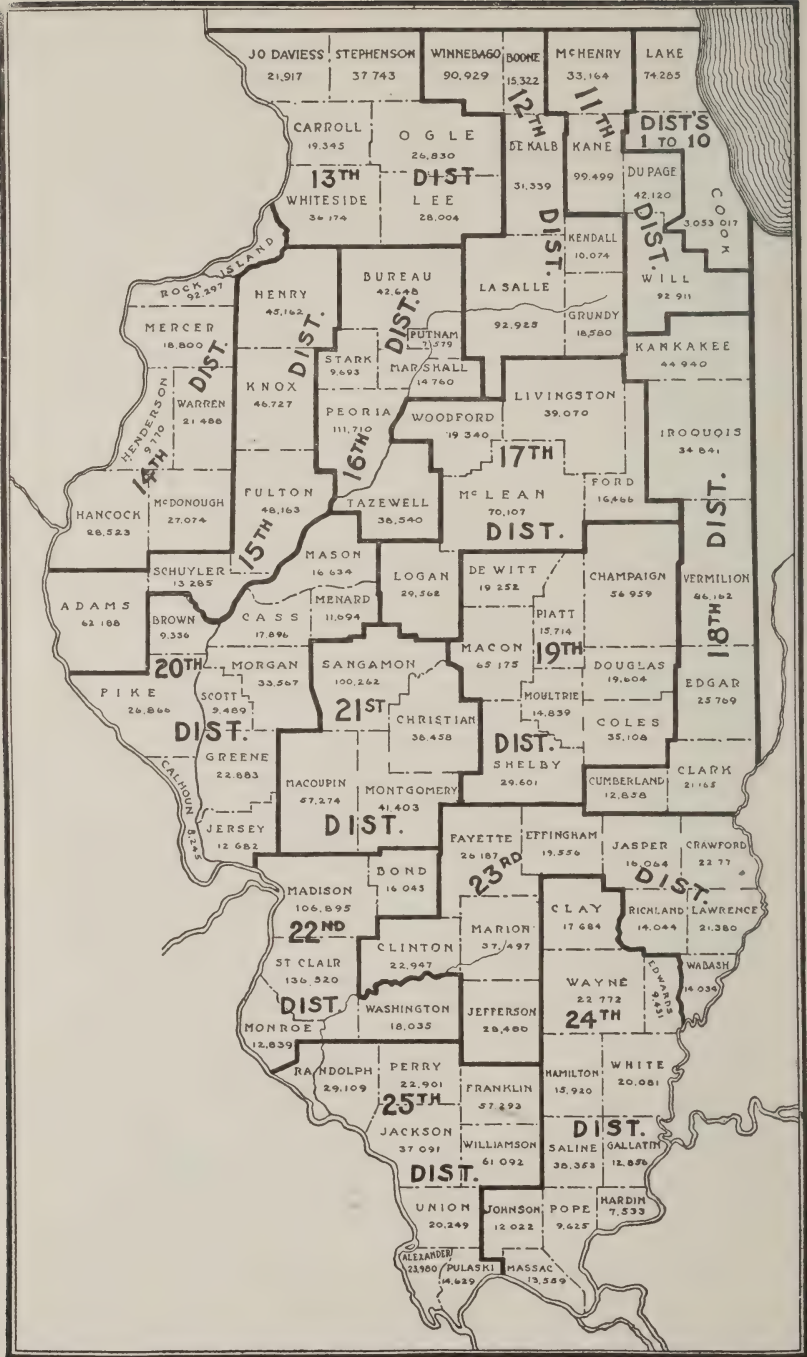
**Judicial.**—It sits as a court for the trial of all cases of impeachment. When the President is on trial the Chief Justice of the Supreme Court presides.

Each senator receives an annual salary of seven thousand five hundred dollars.

#### THE HOUSE OF REPRESENTATIVES

The House of Representatives, sometimes spoken of as the Lower House or merely as the House, is intended to represent the nation upon the basis of population, in contrast to the Senate, which represents the states. Each state is divided into congressional districts. The original idea was that there should be one member for every thirty thousand inhabitants; but as the population increased it was later decided to definitely fix the number of members, without regard to a precise ratio of members to population. The last apportionment went into effect the third day of March, 1913. In the present House there are 435 members, twenty-seven of whom are from Illinois.

In addition to the regular members, there are two territorial delegates—one each from Alaska and Hawaii, and three resident commissioners—two from Philippines and one from Porto Rico. These five members do not possess the privilege of voting, since they are not recognized by the constitution, but they may make motions and take part in debate. They are elected in the same manner and receive the same salary as the regular members, seven thousand five hundred dollars.



Map of Illinois Showing Congressional Districts and Population of Counties.

Representatives are elected every even numbered year at the general election in November. They assume the duties of their office on the fourth of March following their election and serve for a term of two years. They, like senators, are eligible for re-election. Every representative must be an inhabitant of the state he represents. He must be at least twenty-five years old and have been a citizen of the United States not less than seven years.

The presiding officer of the House is the Speaker. He occupies an extremely important position. He formerly selected all committees but since 1911 the standing committees have been chosen by the committee on committees, elected by the House, making the choosing of committees the same as in the Senate. In the House the chairmanship of every committee is given to a member of the dominant party.

The Speaker selects the committee to which to assign a bill and continues to have much influence over the arrangement of business brought before the House. He is elected by the members of the House from their own number, and is permitted, in fact is expected, to use his political power in the interest of the party which elects him. For example, in deciding upon such points of order as are not distinctly covered by the rules, he always favors his own side. The dignity of the office is high; and the Speaker stands next to the Vice President in rank and on an equal footing with the justices of the Supreme Court. His annual salary is twelve thousand dollars.

All bills for raising revenue originate with the House. It has the sole power of impeachment. Furthermore, it has the privilege of choosing the President of the United States in case no one candidate should receive a majority of the electoral vote.

# The Executive Department

## THE PRESIDENT

The Executive Department is vested in the President of the United States, who is assisted in the administration of his duties by an advisory council known as the Cabinet. The President holds office for four years and is eligible for re-election. The election is held, on every year that is divisible by four, at the general election in November, and the President enters upon the duties of his office on the fourth day of March following his election. The President must be at least thirty-five years of age, and he must be a natural born citizen of the United States. His salary may neither be increased nor diminished during his term of office. The present salary is seventy-five thousand dollars annually, with an additional twenty-five thousand dollars for traveling expenses, the use of the executive mansion and other allowances.

In general the duties of the President are to enforce the Federal laws and to represent the defense of National interests in all cases. His specific duties may be divided into four classes:

**1. Those Which Relate to Foreign Affairs.**—He shall have power by and with the consent of the Senate, to make treaties with other nations, provided two-thirds of the Senators present concur.

**2. Those Which Relate to Domestic Administration.**—Including: (a). The command of the Federal army and navy, as well as the militia of the states when called into the service of the United States. (b.) The power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment. (c). The privilege of commissioning all officers of the United States.

**3. Those Which Concern Legislation.**—(a). The President may convene both Houses on extraordinary



occasions. (b.) He may recommend measures to Congress, and may exercise the power of veto on all bills passed by Congress. The bills, however, may be passed over his veto by a two-thirds vote in both Houses. (c.) It is his duty to inform Congress of the state of the Union. This he does by means of annual messages.

**4. The Power of Appointment.**—With the consent of the Senate he appoints the Cabinet, the ambassadors, other public ministers and consuls, judges of the Supreme Court and all other officers of the United States whose appointments are not otherwise provided for. With the exception of Federal Judges the President may remove any officer that he has appointed. For such removal he does not need the consent of the Senate. Although the President has the appointive power, it is his custom to appoint the officers located in the various states that the Senators from such states recommend. In fact a weapon that it is possible for him to hold over Senators in order to whip them into line and to support the measures he recommends, is to threaten to withhold their political patronage.

## VICE PRESIDENT

The constitution provides for the election of a Vice President, who succeeds the President in case of removal from office, death, resignation, or disability of the latter. The Vice President is the presiding officer of the Senate. He receives an annual salary of twelve thousand dollars.

The same qualifications are required for holding this office as for the presidency and the election for each is held at the same time and in the same manner.

## ELECTION OF PRESIDENT AND VICE PRESIDENT

The only national officers elected by the votes of the entire United States are the President and Vice

President and they are not elected directly by the voters, but are chosen by what is known as the "Electoral College," composed of electors from the different states.

Each state is entitled to a number of electors equal to the number of its representatives in both Houses of Congress. Illinois is entitled to twenty-nine electors. Candidates for electors in Illinois are nominated by each political party at its state convention, held the first Friday after the first Monday next following the April primary. They are elected the first Tuesday after the first Monday in November.

The electors meet in the various states on the second Monday in January following the election. The electors vote by ballot for President and Vice President, one of whom at least shall not be an inhabitant of the same state with themselves. After the ballots are counted the electors make three lists of all persons voted for as President and as Vice President and of the number of votes for each; these lists are signed, certified to, sealed and addressed to the President of the Senate. They are disposed of in the following manner:—

1. Sent by mail to the President of the Senate.
2. Sent by special messenger to the President of the Senate.
3. Deposited with the nearest United States District Judge.

When the President of the Senate receives the first two lists, he locks them up in a safe in Washington.

If the first two lists are destroyed or do not reach the President of the Senate, a special messenger is sent to the United States District Judge for the third list.

On the second Wednesday in February, the Senate meets with the House of Representatives to count the vote. The President of the Senate opens all the cer-

tificates and the votes are counted by tellers appointed, two from each House.\*

This method makes the election of President and Vice President an election by states. While one party might receive an overwhelming majority of votes in one state, that majority can not be used to help out the party vote in any other state. It is the electors that are elected (not the President and the Vice President), and electors of one state can not benefit by the vote for electors in another state. A number of times the President and Vice President have been elected from a political party that received a minority of the popular vote.

In 1876 a case arose for which there was no well defined law or established precedent. In that year Hayes received the electoral vote from 17 states, 163 votes; Tilden received the electoral vote from 17 states, 184 votes; there were four other states entitled to 22 electoral votes; these states each claimed the election of two sets of electors and in the dispute sent two sets of electoral votes, one set for Hayes and the other set for Tilden. The Senate was republican and the House was democratic. Finally a commission was appointed to settle the question. The commission was composed of five members from the Senate, five from the House, and five justices from the Supreme Court. The commission decided by a vote of eight to seven in favor of Hayes.

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\*In case no one candidate for President receives a majority of the electoral votes, the House of Representatives chooses the President from the three candidates having received the highest number of electoral votes. But in choosing the President, the vote is taken by states, each state having but one vote irrespective of its number of representatives in the House. A majority of all the states is necessary to a choice. If the House of Representatives fail to choose a President, then the Vice President acts as President. Thomas Jefferson in 1801, and John Quincy Adams in 1825, were both elected by the House of Representatives.

In case no candidate for Vice President receives a majority of the electoral votes, the Senate chooses the Vice President from the two highest on the list. A majority of the whole number of Senators is necessary to a choice. In 1837 Richard M. Johnson was elected Vice President by the Senate.

The statute of 1887 provides that a tribunal shall be appointed in each state to decide in cases where there are two sets of electors, and to determine which is legal. If the states appoint no such tribunals, then the two Houses of Congress shall determine, in case of double returns, which votes are legal. If the two Houses fail to agree on any state, the vote of that state is lost.

Originally the plan was for the electors to be independent in choosing the President, to select the man who they thought would be the best fitted for the position; but the power of political parties has grown until the electors are merely servants of their respective parties; and when the votes are counted on the night of the November election, it is practically known who will be the next President and Vice President.

**Choosing Presidential Electors.**—The Presidential Electors were at first chosen by the state legislatures, but gradually the states adopted the plan of electing them by popular election, until at the present time they are elected in all the states on the same day at the general election in November. South Carolina in 1868 was the last state to abandon the original method.

Not all of the states have the *names* of the electors printed on the ballot; Illinois, however, has not adopted this reform, but continues to have the full twenty-nine names with the square ☐ before each name. If instead of the long list of names there might be printed something like this, "☐ Presidential Electors(29)", it would shorten the ballot by half, likewise reduce the expense, and at the same time simplify the voting.

#### THE PRESIDENT'S CABINET

The Cabinet is the advisory council for the President and consists of ten members, each of whom receives an annual salary of twelve thousand dollars. Each Cabinet member is the head of one of the ten administra-

tive departments. The Cabinet may advise the President but he reserves the right to use his own judgment about accepting or rejecting the advice given. These officials are not permitted to be members of either House of Congress. In case of removal from office, death, resignation or disability of both the President and Vice President, the Secretary of State succeeds to the presidency, and after him the others in the order of the establishment of their departments. The heads of the departments although charged with all the duties, have a number of assistants, clerks, directors, superintendents, solicitors, committees, boards, bureaus, and commissions.

The ten administrative departments with the official title by which the head of each is known, are as follows:

## DEPARTMENT OF STATE

### Secretary of State

The Secretary of State is charged, under the direction of the President, with all negotiations relating to foreign affairs; with correspondence with public ministers, United States consuls, representatives of foreign powers accredited to the United States, and with the Governors of the several States. Furthermore he has the custody of the great seal of the United States.

## DEPARTMENT OF THE TREASURY

### Secretary of the Treasury

The Secretary of the Treasury is charged with the management of the national finances. He prepares plans for the improvement of the revenue and for the support of the public credit; superintends the collection of the revenue; grants warrants for all moneys drawn from or paid into the Treasury; controls the coinage and printing of money; administers the Coast Guard and Public Health branches of the public service. Through his subordinate, the Prohibition Commissioner, he is charged with the enforcement of the National



Prohibition act. In addition he is a member of the board of trustees of the Postal Savings System, and he is ex-officio chairman of the Federal Reserve Board, the Federal Farm Loan Board, and the World War Foreign Debt Commission. The Comptroller of the Currency and the Treasurer of the United States belong to this department.

## DEPARTMENT OF WAR

### Secretary of War

The Secretary of War is charged with the supervision of all estimates of appropriations for the expenses of the department and of all expenditures for the support, transportation and maintenance of the Army. He also has supervision of the United States Military Academy at West Point and the military education of the Army.

## DEPARTMENT OF JUSTICE

### Attorney General

The Attorney General is the chief law officer of the Government. He represents the United States in all legal matters; he gives his advice and opinions to the President and to the heads of the other departments; he appears before the Supreme Court when necessary, and exercises a general supervision over the United States attorneys and marshals in all the judicial districts.

## POST OFFICE DEPARTMENT

### Postmaster General

The Postmaster General appoints all officers and employes of the Post Office Department, except the four Assistant Postmasters General, who are Presidential appointees. With the exception of postmasters of the first, second and third class, who are likewise Presidential appointees, he appoints all postmasters and all other officers and employes of the service at large; and subject to the approval of the President,

he makes postal treaties with foreign governments. He is also ex-officio chairman of the board of trustees of the Postal Savings.

## DEPARTMENT OF THE NAVY

### Secretary of the Navy

The Secretary of the Navy performs such duties as the President may assign him, and has the general superintendence of construction, manning, armament, equipment and employment of vessels of war. The Bureau of Aeronautics is under this department.

## DEPARTMENT OF THE INTERIOR

### Secretary of the Interior

The Secretary of the Interior is charged with the supervision of public business relating to the General Land Office, Reclamation Service, Geological Survey, Bureau of Mines, of Pensions, of Education, National Park Service, Office of Indian Affairs and Patent Office. He has general supervision over the work of constructing the Government railroad in Alaska, and also exercises certain other powers and duties in relation to Alaska and Hawaii.

## DEPARTMENT OF AGRICULTURE

### Secretary of Agriculture

The Secretary of Agriculture is charged with the work of promoting agriculture in its broadest sense. He has general supervision and control over the affairs of the department. The Weather Bureau and the Home Economics Bureau are under this department, and also the Bureau of Public Roads that administers the Federal Aid Road Act.

## DEPARTMENT OF COMMERCE

### Secretary of Commerce

The Secretary of Commerce is charged with the work of promoting the commerce and the mining, manufacturing, shipping, fishery, and transportation in-

terests of the United States. His duties comprise the collecting of statistics relating to foreign and domestic commerce; the inspection of steamboats, and the enforcement of the laws thereto for the protection of life and property.

## **DEPARTMENT OF LABOR**

### **Secretary of Labor**

The Secretary of Labor is charged with the duty of fostering, promoting, and developing the welfare of the wage earners of the United States; improving their working conditions, and advancing their opportunities for profitable employment. The United States Employment Service, the Children's Bureau and the Women's Bureau are included in this department.

## **MISCELLANEOUS**

In addition to the ten Administrative Departments there are about fifty miscellaneous commissions, committees, boards and bureaus; all of which are managed by appointive officers with their respective specific duties and powers. Among the most important may be found the Tariff Commission, Interstate Commerce Commission, Civil Service Commission, Federal Reserve Board, Federal Trade Commission, Federal Board of Vocational Education, Advisory Committee for Aeronautics, and Federal Narcotics Control Board.

## **The Judicial Department**

The Judicial power of the United States is vested in one Supreme Court and the inferior courts which have been established by Congress. The inferior courts are in the order of their importance, the Circuit Courts of Appeals, the District Courts, and several courts which have jurisdiction only in special cases or territory, such as, the Court of Claims, the Commerce Court, Territorial Courts, Courts of the District of Columbia, and Court of Customs Appeals.

The judges of the Federal Courts are appointed by the President, with the consent of the Senate and hold their office during good behavior. The appointment is really for life since they can be removed only by impeachment. Their salaries may not be diminished during their continuance in office. This does not prevent their being raised during that time. After a Federal Judge has served ten years and has attained the age of seventy years, he may retire from the bench and receive the same salary during the rest of his life that was payable to him at the time of his resignation.

The Federal Courts have jurisdiction in the following cases:

1. In all cases arising under the Federal Constitution, and the laws and treaties of the United States.

2. In all cases affecting ambassadors, other public ministers and consuls.

3. In cases of admiralty and maritime jurisdiction.

4. In controversies to which the United States is a party.

5. In controversies between two or more states, or between a state and citizens of another state, or between citizens of different states.

6. In controversies between citizens of the same state, in certain cases, or between a state or the citizens thereof, or foreign states, or subjects.

The eleventh amendment to the Federal Constitution provides that no suit shall be commenced against any of the United States by citizens of another state, or by citizens or subjects of any foreign state. However, this does not prevent any of the United States from starting suit against any such citizens or subjects.

## THE SUPREME COURT\*

The Supreme Court consists of a Chief Justice and eight Associate Justices. It is in session in the Capitol at Washington, ten months of the year, from October until July. The presence of six judges is required to pronounce a decision, and the concurrence of at least five is necessary for a valid decision.

The Court has original jurisdiction in all cases affecting ambassadors, other public ministers and consuls, and those in which a State is a party. In other cases it has only appellate jurisdiction, that is cases may be brought to it on appeal from the inferior Federal Courts and the State Courts.

The Chief Justice receives an annual salary of fifteen thousand dollars; and each associate justice receives fourteen thousand five hundred dollars.

## THE CIRCUIT COURTS OF APPEALS

The United States is divided into nine Judicial Circuits, in each of which is a Circuit Court of Appeals. In each court there is a justice of the Supreme Court and from two to four circuit judges. Sessions are held annually and they may be held by the Supreme Court Justice, or by a circuit judge, or by the judge of the district wherein the court is held, or by any two of these. This court may try only cases which are appealed from the District Courts.

Illinois is in the seventh Judicial Circuit, which includes also Indiana and Wisconsin. One court is situated in the city of Chicago.

Each circuit judge receives an annual salary of eight thousand five hundred dollars.

## THE DISTRICT COURTS

The Judicial Circuits are divided into Judicial Districts. At present there are something over ninety

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\*The Justices of the Supreme Court wear black gowns when holding court. The Chief Justice sits in the middle of a row of chairs, with his associates arranged on either side in the order of seniority of service. (Garner, *Government in the United States*, p. 357.)



districts, in each of which is a district court with one or more judges. In each district there is a United States attorney who prosecutes offenders against the federal laws. There is also a United States Marshal in each district whose duty is to serve the processes of the court and make arrests. The clerk of the court has the custody of the seal and keeps a record of the proceedings of the court. The court appoints the clerk, but the other officials are appointed by the President.

The district court is the lowest grade of Federal courts and has original jurisdiction only. The Constitution provides "That the trial of all crimes, except in cases of impeachment, shall be by jury and such trial shall be held in the state where the said crimes shall have been committed." The Federal jury is composed of twelve members. All twelve must agree in order to render a verdict. The jurors are selected in a similar manner as other jurors, by the clerk from names secured from over the district. The clerk may request bankers, business men or other reliable persons from different parts of the district to send him lists of names of persons who in their judgment would make good and impartial jurors.

There are three districts in Illinois—Northern District with the court in Chicago and Freeport; Eastern District with the court at East St. Louis, Danville and Cairo; and Southern District with the court at Springfield, Quincy and Peoria.

The judges of the district courts each receive an annual salary of seven thousand five hundred dollars.

#### SPECIAL COURTS

**The Court of Claims** has jurisdiction over certain claims against the Government. There are five judges who sit together in the hearing of these cases, and the concurrence of three of them is necessary for a decision. When the court decides in favor of the claimant it may enter judgment against the United States, payable out of the public treasury.

**The Commerce Court**, consisting of five circuit judges decides appeals from the order of the Interstate Commerce Commission.

**The Court of Customs Appeals**, consisting of a presiding judge and four associates hears appeals from the board of appraisers respecting the classification of, and the rate of duty imposed upon imported articles.

**Courts of the District of Columbia.**—There are two courts in the District of Columbia, the Supreme court consisting of a chief justice and five associates; and the court of appeals consisting of a chief justice and two associates.

**Territorial Courts.**—In each of the territories there are Supreme and District courts. They are not considered a part of the judicial system of the United States, but are established for the purpose of providing for the government of the territories.

## **Government of the District of Columbia**

Congress has the "power to exercise exclusive legislation in all cases whatsoever" over the District of Columbia. The local government is a municipal corporation having jurisdiction over the District, and is administered by a board of three commissioners having practically equal powers and duties. The commissioners are appointed by the President with the consent of the Senate. In a general way they are vested with jurisdiction covering all the ordinary features of municipal government. The expenditures are subject to the approval of Congress which makes an appropriation covering forty per cent of them. The other sixty per cent is derived from taxes on private property and privileges in the District, but the Treasurer of the United States has charge of all funds and he pays out moneys on itemized vouchers certified by at least two of the commissioners.

APPENDIX  
SUGGESTIVE QUESTIONS  
ELECTIONS

1. What are the qualifications of officers in Illinois?
2. What are the qualifications of voters?
3. Who are citizens?
4. How may aliens become naturalized?
5. What courts have authority to issue papers of naturalization?
6. What aliens may not be naturalized?
7. What is the difference between the naturalization of a married woman and her husband?
8. If an alien woman had married an American citizen prior to September 22, 1922, would the Act passed on that date deprive her of citizenship?
9. When does an American woman lose her citizenship by marriage?
10. What is the purpose of a primary election?
11. How may a candidate have his name placed on the primary ballot? In what order are the names printed?
12. Are primary ballots all the same color? Why?
13. Why is it necessary to declare the party affiliation in order to vote at a primary?
14. Is it possible to nominate other candidates after the primary is over? How?
15. Explain the difference in registration under the city election law, and the general election law.
16. What is a precinct?
17. Who arranges the precincts in counties not under township organization? In what precinct do you live?
18. What is the color of the ballot used at a general election?
19. What is printed on the back of the ballot?
20. How are the judges to know there are no ballots in the box before beginning the election?
21. How many voters may occupy a voting booth at the same time?
22. How may persons vote who are away from home?
23. Tell in your own words how to vote for State Representatives?
24. What is the safest method in voting a "scratched ticket"?
25. In canvassing the ballots, which tickets are counted first?
26. Give the three steps by which Illinois women gained the full suffrage.

## GOVERNMENT OF ILLINOIS

27. From what source does the government of Illinois derive its powers?
28. How many constitutions have been accepted by the State?  
By what years are they known?
29. Give dates of the ones rejected.
30. How may the constitution be amended?
31. What are the three departments of State government?
32. What is the law making body?
33. How many votes are required to pass a bill?
34. What is the effect on a bill if a member does not vote?
35. How is a bill passed over the Governor's veto?
36. Who is the presiding officer of the Senate? When does he have a vote?
37. Who is the presiding officer of the House of Representatives?
38. How may the duties of Governor devolve upon him?
39. Who presides in the House before the regular presiding officer is elected?
40. What is the highest office in the State?
41. Name three of the duties connected with the office.
42. Under what circumstances does the Lieutenant Governor perform the duties of Governor?
43. Who keeps the "Great Seal of the State of Illinois?"
44. By whose orders does the State Treasurer receive and pay out money?
45. What would be the consequence if he did otherwise?
46. Who is the legal advisor of school officers?
47. Who is the legal advisor of the Governor and other State officers?
48. How many trustees are there of the University of Illinois?  
For how long a term do they serve?
49. What State officer is not eligible to re-election?
50. What are the Departments of State under the Civil Administrative Code?
51. Under what department is the Tax Commission?
52. Under what department is the Illinois Commerce Commission? What does this commission take care of?
53. What is the highest court in the State? How many Judges? Are they appointed or elected? How many must concur in a decision?
54. How many Appellate courts are there in the State? How are the judges chosen?
55. How many circuit courts are there? In which circuit do you reside?
56. What other courts are there in the State?

## COUNTY GOVERNMENT

57. How many kinds of county boards are there?
58. What are the other officers of the county?
59. When are they elected? What is their term of office?
60. What officers may not serve for two terms in succession?
61. What are first, second and third class counties?
62. What would happen to the sheriff if he allowed a prisoner that was in his custody to be lynched?
63. What officer acts as county collector in counties under township organization? Not under township organization?
64. What officer acts as assessor in counties not under township organization?
65. What officer is supervisor of assessments in counties under township organization?
66. Who keeps the seal of the county?

## TOWNSHIP GOVERNMENT

67. Name the three kinds of townships?
68. Name the township officers.
69. On what day are the elections held?
70. Who is the most important officer of the township?
71. Do the supervisors of Cook County belong to the county board?

## SCHOOLS

72. How many trustees in a school township?
73. When are the elections held for school boards?
74. How many directors on the school board in a district of less than one thousand inhabitants?
75. How many members on the board of education in districts of more than one thousand and less than one hundred thousand inhabitants? What must be the population before the board may be increased? What is the maximum number?
76. How many members on the board of education in districts of more than one hundred thousand inhabitants? How are they chosen?
77. What other school boards are there?

## CITIES, VILLAGES AND INCORPORATED TOWNS

78. Name the city officers. For how long a term do they serve?
79. When are the elections?
80. What officer is ineligible to re-election?
81. How may the council pass an ordinance over the mayor's veto?
82. What officers are there in villages and incorporated towns?
83. How do their duties compare with the officers of cities?
84. What is meant by city planning and zoning?



85. What are the other forms of municipal government?
86. How many wards in the city of Chicago? How many aldermen?
87. Why may Chicago have special legislation while other cities may not?
89. Who appoints the board of education?

## NATIONAL GOVERNMENT

90. From what source does the National Government derive its authority?
91. How may the constitution be amended?
92. What are the three departments of National Government?
93. What is the Legislative Department?
94. How may legislation be passed over the President's veto?
95. How many Senators are there? How many from each State?
96. How many members in the House of Representatives from the States? What other persons may sit in the House besides these members and what is the extent of their privileges?
97. For how long a term do the Senators serve? The Representatives?
98. Who is the President of the Senate?
99. Who may make treaties with foreign governments?
100. What body ratifies such treaties? What proportion of votes does it take to ratify?
101. What is the presiding officer of the House called?
102. How were his powers curtailed in 1911?
103. State the time of Presidential election. What National officers are elected at that time?
104. To how many Presidential electors is Illinois entitled? Why?
105. How are the Presidential electors elected? How were they originally elected?
106. In your opinion is the present system the best way to elect the President and Vice President? If not, what would you suggest? (This question is not answered in this book.)
107. How many members in the President's Cabinet? Are they appointed or elected and how? How may they be removed?
108. What is the official title of each member and what is the name of the department over which he is head? Under what department is the Children's Bureau? The Woman's Bureau? The Bureau of Aeronautics? The Weather Bureau? The Census Bureau? The Prohibition Enforcement Commission?

109. What is the highest court in the United States? How many judges in this court? How many must concur in a decision?
110. How are all the Federal judges appointed? What is the length of the term of appointment? How may they be removed?
111. How many Circuit Courts of Appeals? In what circuit do you live?
112. What Federal court has original jurisdiction only? How many members in a Federal jury? What proportion does it take to render a verdict? How are they selected?
113. What are the special courts?

### MISCELLANEOUS

114. Does your county have township organization? If so, how many townships?
115. In what Senatorial District do you live? Congressional?
116. In what State Judicial Circuit do you live? State Judicial Districts, Appellate? Supreme?
117. Who decides in each party the number of names for State Representatives to be placed on the ballot?
118. How and when are the delegates to the National Nominating Convention elected?
119. How are Presidential electors nominated? Trustees of the University of Illinois?
120. Are all the State officers elected the same year? If not on what years are they elected?
121. Why are the judges elected in June instead of in November?
122. When and how often are the State, Senatorial, ward and and precinct committeemen elected?
123. What constitutes the county committee? What is the difference in Cook County from other counties?
124. Who decides the number of delegates to be sent to the State convention?
125. How are members of the boards of education nominated?
126. Are all citizens voters?
127. Explain the Presidential Preferential Primary?
128. Of what is the Republican National Committee composed? The Democratic?
129. Name some of the duties of the National committee.
130. How are the delegates to the National Nominating convention chosen.
131. How many delegates was Illinois entitled to in the Republican convention of 1924? In the Democratic?

[TWIN CITY PRINTING COMPANY]  
CHAMPAIGN, ILLINOIS





# THE ELECTORATE OF ILLINOIS

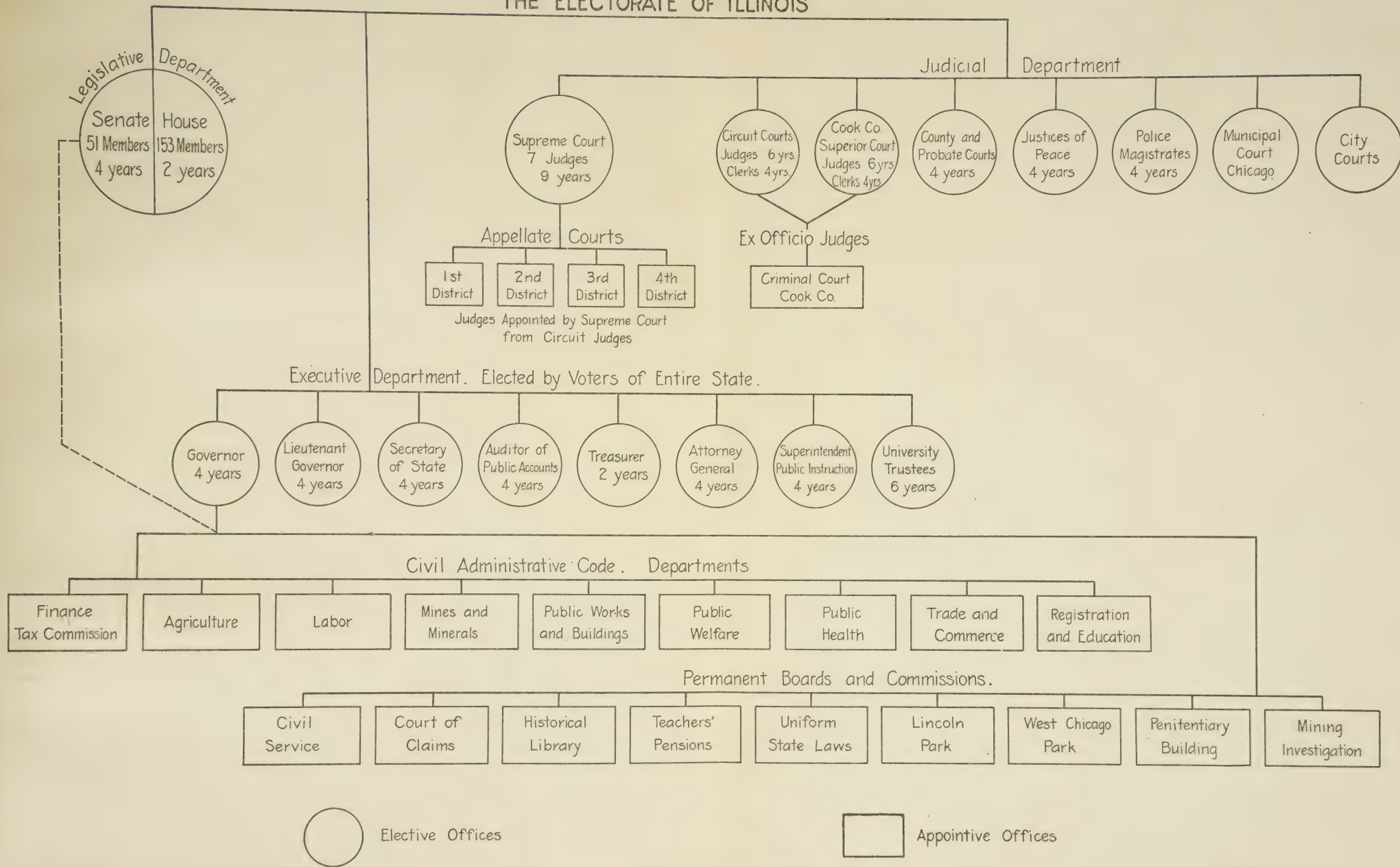
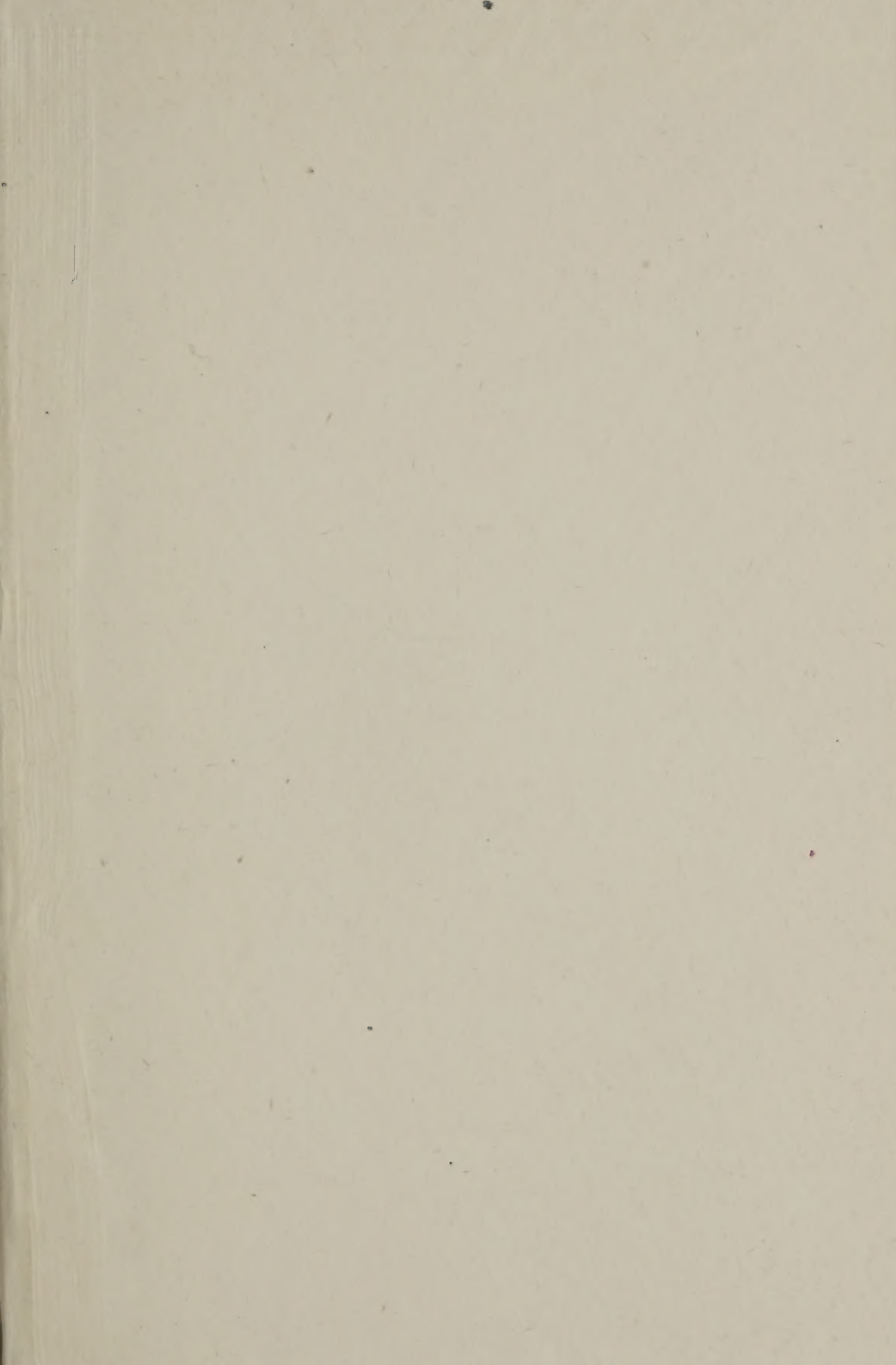


Chart Showing Departments of State Government with Executive Departments under Civil Administrative Code and Permanent Boards and Commissions









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